

TUOLUMNE COUNTY  
AIRPORTS COMMITTEE MEETING  
Columbia Airport

MINUTES  
November 7, 2011

Attendees:	Dick Pland	John Gray
	Greg Thompson	Dick Collier
	Nick Cretan	John Brunk
Absent:	Clay Farlow	Steve Martin
Guests:	Mike Gustafson	Joe DeNunzio

I. WELCOME/CALL TO ORDER

The meeting was called to order at 1:00. Dick Collier arrived at 1:05 and the gavel was handed over to him for the remainder of the meeting. Mike Gustafson arrived at 1:06. Airport staff present was Jim Thomas, Airport Manager.

II. POSTING OF AGENDA

Jim Thomas reported on the posting of the agenda.

III. PUBLIC FORUM (forum for members of the public to be heard on issues not on the agenda – no action can be taken)

The chairman asked if there were any members of the public that would like to bring an issue before the committee that was not on the agenda. There were none.

IV. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Mr. Thomas brought to attention that due to the fact that there were no meetings last year (2010) and that the current meeting was taking place in November, the election of Chairman and Vice Chairman was really only for the current meeting.

It was moved by Dick Pland and seconded by John Brunk to retain Dick Collier as Committee Chairman and Nick Cretan as Committee Vice Chairman. Chairman Collier called for the vote and motion passed unanimously.

V. REVIEW/APPROVAL OF MINUTES FROM FEBRUARY 22, 2010 MEETING

It was moved by Dick Pland and seconded by Greg Thompson to approve the Minutes as distributed. Chairman Collier calls that the meeting Minutes of February 22, 2010 will stand as read.

#### VI. PRESENTATION ON AIRPORTS DEPARTMENT BUDGET AND DISCUSSION OF REORGANIZATION

Mr. Thomas discussed the Budgets of Pine Mountain Lake and Columbia Airports. Mr. Thomas explained the line items of the budget and the differences between the two airports.

Mr. Thomas discusses the proposed organizational chart and the reorganization that occurred in August 2011 wherein the Airport was placed under the County Administrators Office.

Mike Gustafson asked Mr. Thomas to explain the difference between the storage hangars and hangars. Mr. Thomas explains that there are private hangars and County owned hangars.

Nick Cretan questions the "proposed" org chart and Mr. Thomas explains that it was approved by the Board of Supervisors but that he had been told that there were no current org charts showing the position of the Airports.

#### VII. RE MASTER KEYING BOTH AIRPORTS

Mr. Thomas reports on the effort to re-key all the locks at both airports.

Greg Thompson wanted to know how many master keys there are and how the airport will control the distribution.

Mr. Thomas explains that there are 5 master keys and that he has instructed the airport employees that under no circumstances are they to loan out their master keys.

#### VIII. CALTRANS DIVISION OF AERONAUTICS SAFETY INSPECTIONS – REQUIRING OBSTRUCTION SURVEY AND PLAN TO REMOVE TREES

Mr. Thomas reports on the annual Caltrans inspections at Columbia and Pine Mountain Lake Airports that were performed in August 2011 for FAA compliance and the repairs/corrections that need to be made at each airport.

**IX. DISCUSSION ON THE PROPOSED WATERLINE EXTENSION PROJECT & NEED FOR AN AIRPORT ENGINEER**

Mr. Thomas discusses the need for a waterline extension in order to construct new hangars at Columbia Airport. Mr. Thomas discusses how the airport will need to hire an airport engineer and project manager for this project.

Supervisor Pland asks if the airport can hire a local civil engineer for the project. Mr. Thomas explains that there are FAA standards that must be met for the project and the FAA requires an engineer familiar with these standards.

**X. GATE CARD ACCESS CONCERNS – NEW CARDS ARE NOT AVAILABLE**

Mr. Thomas discusses the gate card readers at Columbia Airport and how the company that made the readers and gate cards are no longer in business. The airport can no longer buy gate cards that will work with the readers. Mr. Thomas explains that the airport will have to replace the gate card readers and re-issue gate cards to all tenants eventually.

**XI. DISCUSSION OF THE NEED FOR PAY PHONES AT BOTH AIRPORTS – REQUIRES DIRECTION**

Mr. Thomas reports that it is costing \$70 each/month per airport. \$1680/year. The main purpose of the payphones is for pilots to file flight plans and get flight data. Mr. Thomas reports that according to data retrieved from the payphone company the payphone usage has decreased.

It was moved by Greg Thompson and seconded by John Brunk that the payphones be removed from both airports. Discussion continued.

The motion was revised by John Brunk and seconded by Greg Thompson that the payphone at Columbia be removed and the payphone at PML be maintained for another 2 years before removal. The Chairman called for the vote and the motion passed unanimously.

**XII. STATUS REPORT ON HANGAR DEVELOPMENT – GOLD COUNTRY HANGARS (GCH) REQUEST FOR AMENDMENT TO LEASES – REQUIRES DIRECTION**

Mr. Thomas reports on the new hangars. He reports that the developer has requested an amendment to his leases to allow the storage of non-aviation items in his hangars.

Mr. Thomas wants to know if the Committee approves the use of the GCH for non-aviation related storage.

There was a concern that allowing storage of other items will then have the developer competing with other storage facilities.

It is moved by Greg Thompson and seconded by John Brunk that GCH's request for an amendment to their leases be denied. The chairman called for a vote. The motion passed unanimously.

**XIII. UPDATED HANGAR WAITING LIST – DELETION OF NAMES WITH OUTDATED CONTACT INFORMATION OR WITHOUT PILOTS LICENSE – REQUIRES DIRECTION.**

Mr. Thomas presents a list of people on the hangar waitlists from Columbia and PML airports that the airport would like to remove from the list. There are 55 from the Columbia list and 21 from the PML list to remove. The list is comprised of those people that didn't return the annual letter asking whether they wanted to stay on the list and to please provide current contact information. In all cases where the letter was not returned a phone call was made to the phone number indicated on the waiting list requesting that the letter be returned. The letter also requested that a copy of their pilot's license be included.

The Committee felt that adequate attempts were made to contact all on the waiting list and that the letter clearly stated that if it was not returned to the Airports office the person would be removed from the waiting list. The Committee voted to remove all those that hadn't returned the annual letter from the hangar waiting list(s).

**XIV. HANGAR INSPECTIONS – NEED TO SCHEDULE AND NOTIFY TENANTS**

Mr. Thomas indicated that he has been asked by several persons on the hangar waiting lists when there would be another hangar inspection. Mr. Thomas explained that there had not been an inspection for a few years and that it was time to do another one. He indicated that notification should be sent to all hangar tenants in advance of the inspection to alert them of the upcoming inspection in hopes that all tenants could assure their hangars met the requirements of the Reserved Space Permit.

The Committee voted unanimously to have the Airports Manager conduct a hangar inspection.

**XV. FAA THROUGH-THE-FENCE ACCESS AT PML AND PREPARATION OF AN ACCESS PLAN**

Mr. Thomas indicated that this agenda item is for information only and no action was requested or required.

General information regarding the Residential Through-the-Fence issue was presented along with a brief history of Residential Through-the-Fence operations at the PML Airport.

The FAA's request that an Access Plan be prepared by the County and submitted for review and approval by the FAA's Compliance Officers was discussed. The requirements of the Access Plan are presented in Appendix C of the FAA's Compliance Guidance Letter 2011-1. It was noted that the Access Plan would be reviewed by the San Francisco Airports District Office, the Western Pacific Region FAA office, and the FAA Compliance Office in Washington, DC and that there is no guarantee that submitted Access Plan would be approved by the FAA.

Mr. Thomas indicated that the preparation of an Access Plan would take considerable time and effort but that it needed to be prepared and submitted if the County was planning on obtaining FAA AIP grants for the PML Airport in the future.

#### XVI. STAFF/COMMITTEE MEMBER REPORTS

Mr. Thomas reported on the following items:

- That a three year contract with Cal Fire for air tanker landing fees had been executed.
- That the repair/replacement of the Columbia Airport east side septic system had been funded through the Facilities Department.
- That a new avionics business by the name of Instant Avionics was opening at Columbia Airport.
- That the Airports had received a small ARRA grant for the purchase of pesticides to be used for spraying noxious weeds.
- That a large Monterey pine behind the Armory was leaning precariously and needed to be removed.
- That Caltrans had funded and performed a pavement inspection at both airports.
- That the Airports had applied for the annual Caltrans Credit Grant for both airports.

The next Airports Advisory Committee meeting was scheduled for Monday, February 6, 2012 at the Groveland Community Center.