



**AGENDA**  
**CITY OF GUSTINE**  
**AIRPORT COMMISSION**  
COUNCIL CHAMBERS, CITY HALL  
352 5<sup>th</sup> STREET GUSTINE, CALIFORNIA  
**OCTOBER 11, 2016 – 6:30 P.M.**

**CALL TO ORDER - PLEDGE OF ALLEGIANCE**

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**ROLL CALL**

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Commission Members: Vacant- Marchese- Andersen- Alexander – Vacant -  
Ex-Officio Anderson

**PRESENTATIONS**

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1. **Association of California Airports Conference Report**  
Tony Marchese and Derek Alexander, Gustine Airport Commissioners

**ORAL COMMUNICATIONS**

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*Members of the audience may address the Airport Commission on any item that has been described in the notice for the meeting before or during consideration of that item and may step to the podium, state their name and City of Residence for the record and make their presentation. Please limit presentations to five minutes.*

*Members of the public, who have questions regarding a specific agenda item, may comment on that item before consideration of that item, when recognized by the Chair.*

**CITY OF GUSTINE AIRPORT COMMISSION ADMINISTRATIVE AGENDA**

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2. **Approval of the August 9, 2016 Minutes**
  1. *Recommendation: Review and approve*
3. **Consider, Accept, and Recommend Approval of the Airport Capital Improvement Program (ACIP)**
  1. *Receive Staff Report*
  2. *Receive Public Comment*
  3. *Consider a motion to accept and recommend approval of the 2016 Airport Capital Improvement Program ACIP to Council*
4. **WORKSHOP: Gustine Fly-In Update**
  1. *Receive update on Gustine Airport Fly-In preparations*

**AIRPORT MANAGER REPORT**

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**COMMISSIONER REPORTS**

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**ADJOURNMENT**

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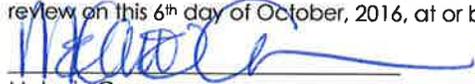
**Note:**

1. *In compliance with the Americans with Disabilities Act, a disabled person requesting a disability-related modification or accommodation to participate in this meeting, must contact City Hall at (209) 854-6471 or (209) 854-2127 (fax). Requests must be made as early as possible, preferably one-full business day before the start of the meeting.*
2. *Any document provided to a majority of the Airport Commission regarding any item on this agenda is available for public inspection during normal business hours at the front counter of*

*City Hall located at 352 5<sup>th</sup> Street, Gustine, CA. Documents or writings received after the general distribution of the agenda are also available for inspection.*

**CERTIFICATION**

I, Melanie Correa, Deputy City Clerk, do hereby declare under penalty of perjury that the foregoing agenda was posted at the Gustine City Hall, 352 5<sup>th</sup> Street, Gustine CA and made available for public review on this 6<sup>th</sup> day of October, 2016, at or before 5:00 p.m.



Melanie Correa

**MINUTES OF THE  
GUSTINE AIRPORT COMMISSION  
REGULAR MEETING  
AUGUST 9, 2016**

**CALL TO ORDER - PLEDGE OF ALLEGIANCE**

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Chairman Andersen called the meeting to order at 6:30 P.M., and conducted the pledge of allegiance.

**ROLL CALL**

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Commissioners: Andersen, Marchese, Alexander, Ex-Officio Anderson

Staff Present: Public Works Director/Airport Manager Kathryn Reyes, and Recreation Coordinator Tiffany Vitorino

**PRESENTATIONS**

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**ORAL COMMUNICATIONS**

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There was no oral communication.

**CITY OF GUSTINE AIRPORT COMMISSION ADMINISTRATIVE AGENDA**

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**1. Minutes of the June 14, 2016 Special Meeting**

*Recommendation: Review and approve*

Chairman Andersen introduced the agenda item. Commissioner Alexander made a motion to approve the minutes. The motion was seconded by Chairman Marchese, and carried 3-0.

**2. Discussion and Direction: Attendees for Association of California Airports 2016 Fall Conference**

1. *Receive info from Airport Manager*
2. *Receive public comment*
3. *Discuss and provide direction on which two Airport Commissioners will be attending the conference*

Airport Manager Reyes presented the staff report. There was no public comment. Chairman Andersen made a motion to nominate Commissioner Alexander and Commissioner Marchese to attend the Association of California Airports conference. The motion was seconded by Commissioner Marchese, and carried 3-0.

**3. Discussion and Direction: Gustine Airport Fly-In Planning**

1. *Receive staff report*
2. *Receive public comment*
3. *Discuss and provide direction on planning elements for Gustine Airport Fly-In*

Airport Manager Reyes presented the staff report. There was a lengthy discussion relating to the date of the event, the invitational flyer, activities that can be done at the Fly-In, among other things. The Commission provided staff with direction on how to proceed.

**4. Discussion and Direction: Sterling Charter Services Flyer Advertisement**

1. *Receive staff report*
2. *Receive public comment*

3. *Discuss and provide direction on charter services flyer*

Airport Manager Reyes presented the staff report. The Commissioner advised Airport Manager Reyes to coordinate an informational flyer to be distributed in the City's utility bill. Leonard Acosta, a Gustine resident, expressed that a slower approach to services at the airport may be better received by Town residents. After some discussion, Chairman Andersen made a motion to have a flyer brought back to the Commission for review at a future meeting. The motion was seconded by Commissioner Alexander, and carried 3-0.

**AIRPORT MANAGER REPORT**

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Airport Manager Reyes advised that the design phase of the drainage project was underway. She further advised that the Commission is allowed to work together on a volunteer project, so long as future plans of the Gustine Airport were not discussed. At the inquiry of Commissioner Alexander drainage pumps at the airport were discussed.

**COMMISSIONER REPORTS**

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Commissioner Alexander advised of volunteer projects scheduled for August 20<sup>th</sup>.

Commissioner Marchese expressed an interest in joining several airport associations. He inquired on industry ideas, and water and sewer options, to which Airport Manager Reyes provided information.

Chairman Andersen submitted a volunteer project form to Airport Manager Reyes.

Commissioner Alexander suggested that the Commission not use click pens at future meetings.

**ADJOURNMENT**

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Commissioner Marchese made a motion to adjourn the meeting. The motion was seconded by Commissioner Alexander, and carried 3-0. The meeting adjourned at 7:44 P.M.

**ATTEST:**

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**DEPUTY CITY CLERK**



ITEM NO. 3

## AIRPORT COMMISSION AGENDA ITEM

### OCTOBER 11, 2016

**PREPARED BY:** Kathryn Reyes, Public Works Director

**SUBJECT:** **Consider, Accept and Recommend Approval of the Airport Annual Capital Improvement Program (ACIP)**

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**BACKGROUND/DISCUSSION:**

The Federal Aviation Administration requires the City to review and approve their Airport Capital Improvement Program (ACIP) on a yearly basis. Attached is Gustine's ACIP for 2017 to 2021.

The Design of the East side Drainage Project was funded in 2016 and is currently being completed. The next project on the ACIP is the construction of the Eastside Drainage project. This project is estimated at \$688,888. To give staff the ability and time to obtain the match for the construction of this project staff has designated our 2017 project as a transfer of entitlement funds only. This moves the Eastside Drainage Project to Fiscal Year 2018. Fiscal Year 2019 will include the design and construction of the Runway Surface Rehabilitation Project. Fiscal Year 2020 identifies the design of the Extend Parallel Taxiway Project Phase 1 and finally Fiscal Year 2021 the construction of the Extend Parallel Taxiway Project Phase 2.

It is a possibility that depending on fund availability (both match funds and federal funds) future ACIP's will re-adjust project timelines.

**RECOMMENDATION:**

Staff recommends the Airport Commission accept and recommend approval of the attached 2015 Airport Capital Improvement Program ACIP to the Gustine City Council.

**EXHIBITS:**

- A) 2017-2021 Airport Capital Improvement Program (ACIP)

**APPROVED BY:**

for SEAN SCULLY, CITY MANAGER

FIVE YEAR ACIP SUMMARY

DRAFT

Airport: Gustine Municipal Airport  
Sponsor: City of Gustine, CA  
Date: October 2016

Federal Fiscal Year	Project Description	Requested Federal Funding	Proposed Local Funding	Estimated Total Project Costs
2017	Transfer of Entitlement Funds	\$ -	\$ -	\$ -
	Subtotal 2017	\$ -	\$ -	\$ -
2018	Drainage Improvements, East Side (Construction and Construction Administration)	\$ 620,000	\$ 68,888	\$ 688,888
	Subtotal 2018	\$ 620,000	\$ 68,888	\$ 688,888
2019	Runway Surface Rehabilitation (Design and Construction)	\$ 450,000	\$ 50,000	\$ 500,000
	Subtotal 2019	\$ 450,000	\$ 50,000	\$ 500,000
2020	Extend Parallel Taxiway, Phase 1 (Design)	\$ 190,000	\$ 21,111	\$ 211,111
	Subtotal 2020	\$ 190,000	\$ 21,111	\$ 211,111
2021	Extend Parellel Taxiway, Phase 2 (Construction and Construction Administration)	\$ 900,000	\$ 100,000	\$ 1,000,000
	Subtotal 2021	\$ 900,000	\$ 100,000	\$ 1,000,000

Kathryn Reyes, Airport Manager  
 Name and Title of Authorized Representative

  
 Signature 10/6/2016  
 Date