



AGENDA
CITY OF GUSTINE
AIRPORT COMMISSION
COUNCIL CHAMBERS, CITY HALL
352 5th STREET GUSTINE, CALIFORNIA
Teleconference Line (425) 436-6302 access code: 650906
JUNE 9, 2020 – 6:30 P.M.

In accordance with State and County "stay-home" orders and in an effort to protect public health and prevent the spread of COVID-19 (novel coronavirus), the City of Gustine will conduct the Airport Commission meeting in accordance with the Governor's Executive Order N-29-20 as follows:

1. Council Chambers at City Hall will be closed to the public. The Airport Commission encourages the public to dial in to the teleconference line to listen and participate in the meeting.
2. Members of the public who wish to comment on matters before the Commission, in lieu of doing so in person, may use the following free teleconference line to listen and/or participate in the meeting: Dial (425) 436-6302, access code: 650906. Members of the public who choose to use the teleconference line are urged to place themselves on MUTE while listening in order to reduce static and background noise. Alternatively, members of the public may provide comment on an item by submitting an email to the City Clerk at: mcorrea@cityofgustine.com. Email comments will be read aloud at the meeting and included in the record, and will be subject to the same three (3) minute time limit when read aloud. Please include the agenda item in the subject line of the email. All email comments must be received by 5:00 p.m. on Tuesday June 9, 2020 to be included in the meeting.
3. If you have questions or require accommodation, please contact the City Clerk's office at (209) 854-9407 as soon as possible.

CALL TO ORDER - PLEDGE OF ALLEGIANCE

ROLL CALL

Commission Members: vacant – Ramos – Lucas – Villalobos – Chairperson
Anderson – Ex-Officio Turner

PUBLIC COMMENT

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 three 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 CONSENT AGENDA

1. **Minutes of the February 11, 2020 Regular Meeting**
Recommendation: Review and approve

CITY OF GUSTINE AIRPORT COMMISSION ADMINISTRATIVE AGENDA

2. **Committee Organization: Election of a Committee Chairperson**
 1. *Receive staff report*
 2. *Receive nominations*
 3. *Receive public comment*
 4. *Consider a motion to elect a Committee Chairperson*

3. DISCUSSION: Fly-In Planning

1. Hold discussion

AIRPORT MANAGER REPORT

COMMISSIONER REPORTS

ADJOURNMENT

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 5th 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 5th Street, Gustine CA and made available for public review on this 4th day of June 2020, at or before 2:00 p.m.



Melanie Correa

**MINUTES OF THE
GUSTINE AIRPORT COMMISSION
REGULAR MEETING
FEBRUARY 11, 2020**

CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chairperson Anderson called the meeting to order at 6:30 P.M. and conducted the pledge of allegiance.

ROLL CALL

Commissioners: Lucas, Villalobos, Ex-Officio Turner, Chairperson Anderson

Staff Present: Airport Manager Jami Westervelt

PUBLIC COMMENT

There was no public comment.

CITY OF GUSTINE AIRPORT COMMISSION CONSENT AGENDA

1. Minutes of the December 10, 2019 Regular Meeting

Recommendation: Review and approve

Chairperson Anderson introduced the consent calendar. Commissioner Villalobos made a motion to approve the minutes. The motion was seconded by Commissioner Lucas and carried 4-0.

CITY OF GUSTINE AIRPORT COMMISSION ADMINISTRATIVE AGENDA

2. DISCUSSION: Hangar Inspections

1. Hold discussion

Airport Manager Jami Westervelt introduced the discussion. Ex Officio Turner advised on whether or not an individual had the ability to build a hangar. There was a brief discussion.

3. DISCUSSION: Commission Openings

1. Hold discussion

Airport Manager Jami Westervelt presented a flyer to the Commission, in search of individuals to fill the vacancies within the commission. There was a brief discussion regarding placement of the flyers, and individuals who may be a good fit.

4. DISCUSSION: Fly-In

1. Hold Discussion

Airport Manager Jami Westervelt presented a save-the-date to the Commission for the Fly-In. Chairperson Anderson advised that she was in favor of the incentives presented to pilots for attending the Fly-In. There was a brief discussion about the pilot who offered free plane rides for kids at the 2019 Fly-In.

AIRPORT MANAGER REPORT

Airport Manager Jami Westervelt updated on the progress of the gates and gate cards at the airport. She advised that she sent letters out to all of the tenants regarding the new gates and gate codes. She further advised that the microphone was not working

correctly, but that it is under warranty and is scheduled to be fixed within the upcoming week. She advised that Derek Alexander facilitated the donation of a couch to the pilots lounge at the airport. She further reported that the Airport Drainage Project was complete. Lastly, she advised that Public Works is currently working on ensuring the fuel pump is working correctly.

ADJOURNMENT

Commissioner Villalobos made a motion to adjourn the meeting. The motion was seconded by Commissioner Lucas. The meeting adjourned at 7:16 P.M.

ATTEST:

DEPUTY CITY CLERK



AIRPORT COMMISSION AGENDA ITEM

JUNE 9, 2020

PREPARED BY: Melanie Correa, Deputy City Clerk

**SUBJECT: Commission Reorganization: Election of Airport Commission
Chairperson**

BACKGROUND/DISCUSSION

At the February 18, 2020 City Council meeting, City Council approved the appointment of:

Commissioner Ramos for a nearly two-year term (expiring December 2021)

Further, Council approved the re-appointments of:

Commissioner Villalobos for a two year term (expiring December 2021)

Commissioner Lucas for a two year term (expiring December 2021)

Pursuant to Gustine Municipal Code, the Airport Commission shall nominate and elect a Chairperson of the Commission that coincides with the appointed term.

FISCAL IMPACT:

None

RECOMENDATION:

Nominate and elect a candidate for Airport Commission Chairperson.

APPROVED BY:

A handwritten signature in blue ink, appearing to read "Doug Dunford", is written over a horizontal line.

DOUG DUNFORD, CITY MANAGER