The Airport Advisory Commission of the City of Brawley, California met in a regular session at 4:00 PM, City Council Chambers, 383 Main Street, Brawley, California, the date, time and place duly established for the holding of said meeting.

Co-Chairman Osterkamp called meeting to order @ 4:04pm

PRESENT: Kern, Floyd, Osterkamp,
ABSENT: Friley, Kelley

1. APPROVAL OF AGENDA

The agenda was approved as submitted. m/s/c Floyd / Kern 3-2

2. PUBLIC APPEARANCES/COMMENTS There was none

3. APPROVAL OF MINUTES

No minutes from the last meeting held.

4. REGULAR BUSINESS FIXED BASE OPERATOR REPORT

Fuel Sales
- 13,388 Gallons of 100-LL AVGAS between January, 2021 to May, 2021
- 12,995 Gallons of Jet A between January, 2021 to May, 2021
- 750 landings, 731 Departures between January, 2021 to May, 2021
- Hangar Occupancy- 7 vacant hangars- $180 (3), and $120 (4) hangars as of June 14, 2021.

5. STAFF REPORT

- Cash on Hand balance: $485,560.23
- Revenues: $117,246.25
- Expenditures: $ 81,617.40
- Karla Romero, Finance Director announced that the City has changed to a new accounting system in April, 2021. They have historical information for the past 2 years carried over to the new system. Will provide the year end by September, 2021 meeting.
- Annual Hangar inspections were started at the end of April, 2021. So far 15 hangars have been inspected to date as per Mike York, Fire Chief. He also noted that out of the 15 hangars inspected they were missing fire extinguishers. Fire Chief York will bring back to the next meeting costs for installing 8 community fire extinguishers on the hangars.
- Valuation of Airport Property / Hangars – None, will be revisited in the next meeting.

6. STATUS UPDATES

- Executive Hangars Funding Sources – Chairman Kelley – No Updates
- Strategic Planning – Commissioner Floyd, Carry Over from Last Meeting, and construction of concrete fueling pads for military fueling operations.
  - Property to the East of the Airport is for sale, the use will stay in AG. They are thinking of selling the property at AG prices for the Airport Extension. Check the total acreage that will be needed.
    - Able to acquire for future expansion.
  - 5-acre parcel East of Fire Station No.2 to be used for RV Storage.
Utilizing and maximizing the airport property.

Open discussions to offer fueling operations for military aircrafts, and to utilize the airport to maximize its potential. Commissioner Floyd suggested the construction of concrete pads to be used for fueling operations of military helicopters. Commissioner Floyd will bring back the following items to the next meeting:

- Rotor Diameter
- Helicopter weight

Executive Hangars – No updates,

ADHOC – one party moving forward so no meeting is needed.

Need to get valuation of airport property.

Co-Chairman Osterkamp provided comments that he doesn’t believe the Water, Sewer, and Dry Utilities should be the first developers responsibility to install.

6. NEW BUSINESS

- Fire Department – Requesting for the Airport to install two Knox key operated devices (Knox box for hangar key, and other keys, and a Knox gate opener key box) Fire Chief York to provide costs for the Knox box gate opener to the next commission meeting.

- Walk Gate – City Manager Salcido was approached by a user of the airport and requested the unmanned walk gate to be secured with a keypad lock. Commissioners agreed the gate needs to be secured. City will request quotes for the installation of a keypad lock and associated items to make the gate secure.

- Main Gate – Co-Chairman Osterkamp and commissioners Floyd and Kern recommend that the code to the main gate be changed. Discussion with Finance Director Romero a note can be added to the monthly bill advising that the code will be changed in the June Billing and the code will be changed on August 2, 2021. A notice will be posted at the Airport Keypad.

- Hangar Usage – FAA has to authorize any non-aeronautical usage of the hangars, without any FAA approval could risk losing funding from FAA. City Manager Salcido and City Attorney Smerdon has already started to terminate tenancy for a hangar user that was allowed usage by the past Mayor. In the past FAA can authorize the use of non-aeronautical use, but the hangar will have be charged at Fair Market Value of Storage, along with the city’s 1M insurance requirement. City Staff will contact FAA to get all the guidelines to be able to rent for non-aeronautical use.

- Add AWOS to next meeting agenda.

7. ADJOURNMENT 5:00PM

Alan Chan, Engineering Technician II