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 @ 4:09pm

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

1. **APPROVAL OF AGENDA**
   The agenda was approved as submitted.  m/s/c Osterkamp / Kern 4-0

2. **PUBLIC APPEARANCES/COMMENTS** Chairman Kelley asked how Measure U did, Finance director Romero stated it passed at 55% as of the election date.

3. **APPROVAL OF MINUTES**
   The Minutes from October 20, 2021 was approved as submitted.  m/s/c Osterkamp / Kern 4-0

4. **REGULAR BUSINESS FIXED BASE OPERATOR REPORT**
   - 1,831 Gallons of 100-LL AVGAS October, 2021, 2,487 Gallons of Jet A October, 2021  
   - 101 landings, 99 Departures October, 2021  
   - Hangar Occupancy- 7 vacant hangars- $180 (2), and $120 (5) hangars as of November 15, 2021.  Mr. Mills is currently working on having two of the $180 /Mo hangars rented.

5. **STAFF REPORT**
   - Cash on Hand balance: $548,809.76  
   - Revenues: $38,519.34.  
   - Expenditures: $30,154.71  
   - Hanger Users – Finance Director Romero presented the Aging report, 4 hangar renters are still past due, while 4 hangar renters were brought current.  Co-Chairman Osterkamp asked is there a policy for hangar renters that are past due, and if finance charges are charged.  Finance Director Romero will look into this and currently there are no finance charges are charged.  
   - Rate Study – Will start the process of hiring a consultant to perform new rate study after November, 2021, selection of a consultant by January 2022.  
   - Annual Hangar Inspections – Fire Chief York stated that there were no updates, and will hope to be resuming the annual hangar inspections around the end of November.  
   - Valuation of Airport Property / Hangars – No Updates.

6. **STATUS UPDATES**
   - Hangar Usage – Co Chairman Osterkamp discussion of Non-Aeronautical use of hangars. A scenario was presented, if all the hangars are filled with a mixture of Aeronautical and Non-Aeronautical uses, who will have priorities, the Aeronautical use will trump the Non-Aeronautical use and the Non-Aeronautical will be provided a vacate notice.  Chairman Kelley would like to get RV parking area on Airport property utilizing the City of Brawley requirements to gain additional revenue to the Airport.  Co-Chairman Osterkamp to present and discuss the Non-Aeronautical rental agreement and guidelines to the next meeting.  
   - Executive Hangars Funding Sources – Chairman Kelley & Commissioner Floyd - No updates.  Chairman Kelley stated that the City of Yuma was able to obtain funding from EDA, FAA, State of Arizona.
• Strategic Planning – Chairman Kelley – Finance Director Romero invited Armando Garibay from City of Brawley IT department to provide a cost and options for Broadband at the Airport. There are three current options at the Airport – Verizon LTE Cradle Point (Currently at Airport, at a Cost of $45/Mo., 10/20MB) and W-PNP at a cost of $400 - $750 for equipment and tower is needed, 10MB - $125/Mo, 100MB - $800/Mo. Future is to get the Broadband (10GB - $5,000/Yr.) to Fire Station #2 and utilize a Point-To-Point connection to provide connectivity to the Airport.

• AWOS – Armando provided two options of AWOS systems, Say Weather ($5,000 – $15,000) and Potomac Aviation Technology (Over $100,000), that both have the ability to publish the weather conditions to the Internet when connected to an internet connection or via SIM Card (Potomac Aviation Technology). City asked about maintenance plans and none were supplied. Armando requested when the Airport Advisory Commission decide on which AWOS that they provide references and contacts.

6. **NEW BUSINESS**

- Future Target of Airport – 10yr/20yr outlook.
  - Runway Extension
  - Executive Hangars
  - Shaded Parking / Solar Parking Shades / Reserved Parking
  - Use of Vacant Land
  - AWOS – Safety Issue
  - Repairs & Modernization to the Airport
  - Non-Aeronautical Use at the Airport
  - Jet A – Was accomplished and brought to the Airport

- Commissioner Robertson asked why the push to have Non-Aeronautical use to fill the vacant hangars. Chairman Kelley stated that Aeronautical use have priority, and this will fill the hangars and the City will earn revenue for the rent.

- City Asked for Commissioners to think about the next code for the Walk Gate once the combination lock gate is installed.

- Add for next meeting - Shades @ eastside of Fixed Base Operator (FBO) main hangar.

7. **ADJOURNMENT** 5:45PM

*Alan Chan*, Engineering Technician II