

Airport Advisory Commission

Madera Municipal Airport Terminal Building
4020 Aviation Drive, Madera, CA 93637

**Agenda for Regular Meeting at Airport Terminal Building
10:00 a.m. on October 8, 2024**

Call to Order:

Roll Call:

Commissioner Miguel Gonzalez

Commissioner Felipe Grimaldo

Commissioner Jerry Holiday

Commissioner Ramon Lopez-Maciell

Commissioner Stanley Mackey

Commissioner Johanna Torres

Commissioner Issa Zacharia

[Attendance summary here]

Public Comment:

The first 15 minutes of the meeting are reserved for members of the public to address the Commission on items which are within the subject matter jurisdiction of the Commission. Speakers shall be limited to five minutes. Speakers will be asked, but are not required, to identify themselves and state the subject of their comments. If the subject is an item on this agenda, the Chair has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on this agenda should be held until the hearing is opened. The Commission is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comments that are given.

Written Communication:

Approval of Minutes of Previous Meetings (April 9, 2024; July 9, 2024: [Attached]

Election of Officers for 2024: Election of expired offices can be considered at the January meeting.

Commissioner Reports:

Commissioners, please gather rates from at least 10 municipal airports in an increasing radius of MAE for T-hangars, monthly tie-downs, overnight fees, landing fees, fuel flowage fees, office space, and new ground leases whose buildings revert to the lessor at end of lease term to present these findings at the next meeting on January 14, 2025. (AAC Rules of Procedure, section 7(B)).

Recent and Current Business:

1. Inspections completed of all T-hangars and storage units. Follow-up letters will be sent soon.
2. Distributed 7 new lease agreements in September to upcoming tenants, shortening the waitlist.
3. After these filled, will distribute 4 more, further shortening the waitlist.
4. Two business partners are in discussion with City staff regarding a new ground lease.
5. A local business is in discussion with City staff regarding a new ground lease.

Upcoming Local Activities:

1. Apron A2 & taxi lanes will be rehabilitated this Spring and a meeting is being scheduled with affected FBO operators in October 2024 to discuss the effect on operations during construction.

2. **Discuss:** Feasibility of tearing down and rebuilding the two oldest rows of T-hangars with a restroom at end of one row. This would increase the number of available hangars from 16 to 24.

Capital Improvement Projects per Airport Capital Improvement Program: [Attached]

Dev. Year	Dev. Type	Description	Cost
2025	Construction	Rehab Apron A2 & Taxilane	\$1,698,222
2025	Planning	Airport Layout Plan Narrative & AGIS survey	\$250,000
2025	Des/Const.	Reconstruct Hangar Rows 1 & 2?	\$4,268,138
2027	Design	Reconstruct Runway 12-30 (75'x4550) and Rehab Lighting	\$330,000
2028	Construction	Reconstruct Runway 12-30 (75'x4550) and Rehab Lighting	\$5,683,000
2029	Design	Rehab Taxiways P, B, C (North), D (50'x4500')	\$139,000
2030	Construction	Rehab Taxiways P, B, C (North), D (50'x4500')	\$1,478,000
2031	Des/Const.	T-Hangar Phase 1: Collector Taxiway (35'x355') and Taxilanes (25'x1015')	\$1,071,000
2033	Design	Extend Commercial Hangar Development Area, Phase III	\$239,000
2034	Construction	Extend Commercial Hangar Development Area, Phase III	\$1,898,000
2035	PMMP	Pavement Maintenance Management Plan	\$100,000

Next Meeting: January 14, 2025

Adjourn.

Regular meetings of the Airport Advisory Commission are held the 2nd Tuesday of the first month of the quarter of the calendar year at 10:00 a.m. in the lobby of the Madera Municipal Airport at 4020 Aviation Drive, Madera, California.

The meeting room is accessible to persons with a disability. Requests for accommodations for persons with disabilities, such as signing services, assistive listening devices, or alternative format agendas and reports needed to assist participation in this public meeting may be made by calling David Austin at (559) 662-4951 or by emailing daustin@madera.gov.

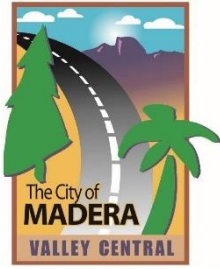
The services of a translator can be made available. Please contact David Austin at (559) 662-4951 or emailing daustin@madera.gov to request translation services for this meeting. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests should be submitted in advance of the meeting to allow the City sufficient time to provide or arrange for the requested services. At least seventy-two (72) hours prior notice to the meeting is requested, but not required.

Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service. Requests should be made as soon as practicable because additional time may be required for the City to arrange for the requested accommodation. Requests may also be delivered or mailed to: City of Madera, Attn: David Austin. At least seventy-two (72) hours prior notice to the meeting is requested, but not required. When making a request, please provide sufficient detail so that the City may evaluate the nature of the request and available accommodations to support meeting participation. Please also provide appropriate contact information should the City need to engage in an interactive discussion regarding the requested accommodation.

I, David Austin, Airport Manager and Administrative Analyst for the City of Madera, Public Works Department, declare under penalty of perjury that this agenda for the regular meeting of October 8, 2024, was posted on October 4, 2024.



David Austin, Airport Manager and Administrative Analyst



Airport Advisory Commission

Madera Municipal Airport Terminal Building
4020 Aviation Drive, Madera, CA 93637

**Minutes of Regular Meeting at Airport Terminal Building
10:00 a.m. on July 9, 2024**

Call to Order:

Roll Call:

Commissioner Miguel Gonzalez (<i>absent</i>)	Commissioner Stanley Mackey (<i>absent</i>)
Commissioner Felipe Grimaldo (<i>absent</i>)	Commissioner Johanna Torres (<i>absent</i>)
Commissioner Jerry Holiday (present)	Commissioner Issa Zacharia (present)
Commissioner Ramon Lopez-Maciell (present)	Attendance: 3 of 7

Public Comment:

The first 15 minutes of the meeting are reserved for members of the public to address the Commission on items which are within the subject matter jurisdiction of the Commission. Speakers shall be limited to five minutes. Speakers will be asked, but are not required, to identify themselves and state the subject of their comments. If the subject is an item on this agenda, the Chair has the option of asking the speaker to hold the comment until that item is called. Comments on items listed as a Public Hearing on this agenda should be held until the hearing is opened. The Commission is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Commission does not respond to public comments that are given.

There were no public comments.

Written Communication:

There was no written communication submitted.

Approval of Minutes of Previous Meeting:

Because there was no quorum no action taken.

Election of Officers for 2024: All offices have expired; thus Chair and Vice-Chair are open.

Because there was no quorum no action taken.

Commissioner Reports:

1. Clarification of AAC Rules of Procedure, sections 5(A)-(B) [Attached]:
 - a. Number of permissible missed AAC meetings, whether consecutive or in a defined period of time.
 - b. Criteria for an 'excused absence' and whether concept should exist.
 - c. Merit of having a backup for each AAC member to address absenteeism.

Because there was no quorum no action taken.

2. Gather rates from at least 10 municipal airports in an increasing radius of MAE for T-hangars, monthly tie-downs, overnight fees, landing fees, fuel flowage fees, office space, and new ground leases whose buildings revert to the lessor at end of lease term. (AAC Rules of Procedure, section 7(B)).

This item still needs to be done.

3. AAC bylaws dated 10/15/14 added provision for 7 members but requiring only 4 to reside in the City, and that members should have "some knowledge or connection to aeronautics," but these provisions were removed during the 6/15/22 revision. [Attached] Why?

It is not known how or why that provision dropped out of the previous requirements.

Recent and Current Business:

4. Delinquency list for T-hangars: City staff is vigorously addressing these issues below:

Diff. Tenants	Lost Revenue	Comments
15	\$32,840	3 tenants are deceased; 1 lease ended but tenant never moved out after 24 months; 1 is two different ground leases; 1 has no working contact info; 1 is a struggling commercial operator; 1 is 9 months delinquent; 1 is 18 months delinquent; 1 is 35 months delinquent; 1 is 42 months delinquent.

5. Porsche Club of America (PCA):
 - a. Request for 2024/2025 events [Attached] *Staff will present to City Council.*
 - b. Per-event fee review (currently \$350) *Because no quorum no action taken.*
6. Sample T-hangar lease agreement for review. [Attached] *Because no quorum no action taken.*
7. Stormwater Pollution Prevention Plan (SWPPP) update. *Shared information with attendees.*
8. T-Hangar waitlist: has been refined to active, interested pilots. *Shared information with attendees.*
9. Sagoupe lease assignment and assumption: sale of buildings; through-the-fence agreement. *Shared information with attendees.*
10. Bode/Tysland lease assignment and assumption: lessee needs to reflect current use. *Shared information with attendees.*
11. T-Hangar addressing: numbering scheme needs to permit future hangar expansion. [Attached] *Public comment from FBO owners agreed with the reason and method of numbering.*
12. Best practices to avoid Brown Act violations: daisy chain; hub-and-spoke. [Attached, pgs. 22-24] *Shared information with attendees.*
13. Communication between City staff and AAC members: *Encouraged commissioners to consult with City staff if there are any questions about upcoming projects, procedures, or concerns.*

Upcoming Local Activities:

14. Apron signage for arriving pilots: will have proposed sign content for AAC to review soon. *Shared information with attendees.*
15. T-Hangar tenant list: City records have been audited against actual hangar usage leading to better collection of enterprise funds: *Shared information with attendees.*
16. T-Hangar inspections: coming soon, will use Madera Municipal Airport General Rules and Regulations as a guide. [Attached] *Shared information with attendees.*

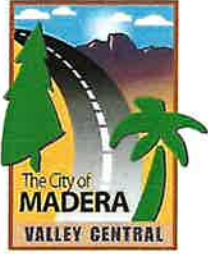
Capital Improvement Projects per Airport Capital Improvement Program: [Attached]

Dev. Year	Dev. Type	Description	Cost
2024	Design	Rehab Apron A2 & Taxilane	\$73,700
2025	Construction	Rehab Apron A2 & Taxilane	\$1,624,523
2025	Planning	Airport Layout Plan Narrative & AGIS survey	\$250,000
2027	Design	Reconstruct Runway 12-30 (75'x4550) and Rehab Lighting	\$330,000
2028	Construction	Reconstruct Runway 12-30 (75'x4550) and Rehab Lighting	\$5,683,000
2029	Design	Rehab Taxiways P, B, C (North), D (50'x4500')	\$139,000
2030	Construction	Rehab Taxiways P, B, C (North), D (50'x4500')	\$1,478,000
2031	Des/Const.	T-Hangar Phase 1: Collector Taxiway (35'x355') and Taxilanes (25'x1015')	\$1,071,000
2032	Des/Const.	T-Hangar Phase 2: Collector Taxiway (35'x845') and Taxilanes (25'x1300')	\$1,428,000
2033	Design	Extend Commercial Hangar Development Area	\$239,000
2034	Construction	Extend Commercial Hangar Development Area	\$1,898,000
2035	PMMP	Pavement Maintenance Management Plan	\$100,000

Adjourn: The meeting was adjourned at 12:34 p.m.



David Austin, Airport Manager and Administrative Analyst



Airport Advisory Commission

Madera Municipal Airport Terminal Building
4020 Aviation Drive, Madera, CA 93637

Minutes of Regular Meeting at Airport Terminal Building

10:00 a.m. on April 9, 2024

Call to Order:

Roll Call:

Commissioner Miguel Gonzalez (<i>Absent</i>)	Commissioner Stanley Mackey (<i>Absent</i>)
Commissioner Felipe Grimaldo (<i>Absent</i>)	Commissioner Johanna Torres (Present)
Commissioner Jerry Holiday (Present)	Commissioner Issa Zacharia (<i>Absent</i>)
Commissioner Ramon Lopez-Maciel (Present)	Attendance: 3 of 7

Public Comment:

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There was no public comment.

Written Communication:

There was no written communication submitted.

Election of Officers for 2024: All terms have expired, thus Chair and Vice-Chair are open.

Per the Rules of Procedure, officers are elected the first regular meeting of the year. This was the first regular meeting of the year but because there was no quorum no action could be taken.

Discussion was held regarding what constitutes an 'excused' or an 'authorized' absence, and whether the concept should exist at all in light of the barrier to action when there is no quorum, regardless of the reason. Commissioners agreed to discuss the criteria that should exist to categorize absences, if retaining the provision for permissible absences at all so that the Rules of Procedure can be updated.

A discussion was held regarding the merits of holding a special meeting in the evening to see if more commissions would attend, but it was later decided that a special meeting would not be helpful.

Recent and Current Business:

1. Apron drainage improvement: *Reviewed the recent taxiway and runway drainage improvements with funding assistance totaling about \$1.2M from FAA and Caltrans, with a small local match from the Airport Fund.*
2. Key fobs and gate codes: *Reviewed the upgrade from key card access to programmable key fobs for better access control. The use of a single gate code for access is being phased out for improved security.*

3. Personnel gate locks: *Reviewed the three personnel gate locks that will be replaced because the existing mechanical combination locks do not work most of the time.*
4. Stormwater Pollution Prevention Plan (SWPPP) site visit and records: *An ACMG group leader inspection was conducted 3/26/24, with S. Hoffman, D. Austin, and D. Russell present. The SWPPP and related documents will be updated when the inspection results are received.*
5. T-Hangar waitlist: *Reviewed the number on the waitlist (40) and that City staff will contact each person to ensure they still have an aircraft and desire to remain on the waitlist.*

Upcoming Local Activities:

1. Apron signage for arriving pilots: *Updated signs that are more informative will be proposed for discussion at a future AAC meeting.*
2. T-Hangar tenant list: *City staff will contact each tenant to ensure that their contact information is up-to-date, their payments are on time, and to inform them that inspections are forthcoming.*
3. T-Hangar inspections: *Discussed that hangar inspections will be conducted later this year to ensure that the use of each hangar is for aeronautical purposes and complies with the Madera Municipal Airport General Rules and Regulations.*
4. Corporate hangar curtilage: *Discussed the various items being stored outside of the corporate hangars that should not be stored without greater environmental safeguards.*

Capital Improvement Projects:

1. Airport Layout Plan (ALP) and AGIS maps: *These are in the Airport Capital Improvement Program (ACIP) to be updated using FAA grant funds.*
2. Pavement Maintenance Management Plan (PMMP): *This is in the ACIP to be updated using FAA grant funds.*
3. Apron A2 and taxi lane rehab: *This is in the ACIP to be updated using FAA grant funds.*
4. Runway 12-30 mill & fill: *This is in the ACIP to be updated using FAA grant funds.*
5. Taxiways B, C, D, and P rehab: *This is in the ACIP to be updated using FAA grant funds.*
6. Terminal building roof repair: *This repair will need to be funded mostly with Airport funds because the public accessibility-to-private square footage ratio does not justify typical FAA assistance.*
7. Additional T-hangar development: *This is a long-range goal but desirable for financial growth and is in the ACIP and will be captured in the updated ALP.*
8. Additional commercial hangar development: *This too is a long-range goal but desirable for financial growth and is in the ACIP and will be captured in the updated ALP.*

Adjourn: The meeting was adjourned at 12:01 p.m.



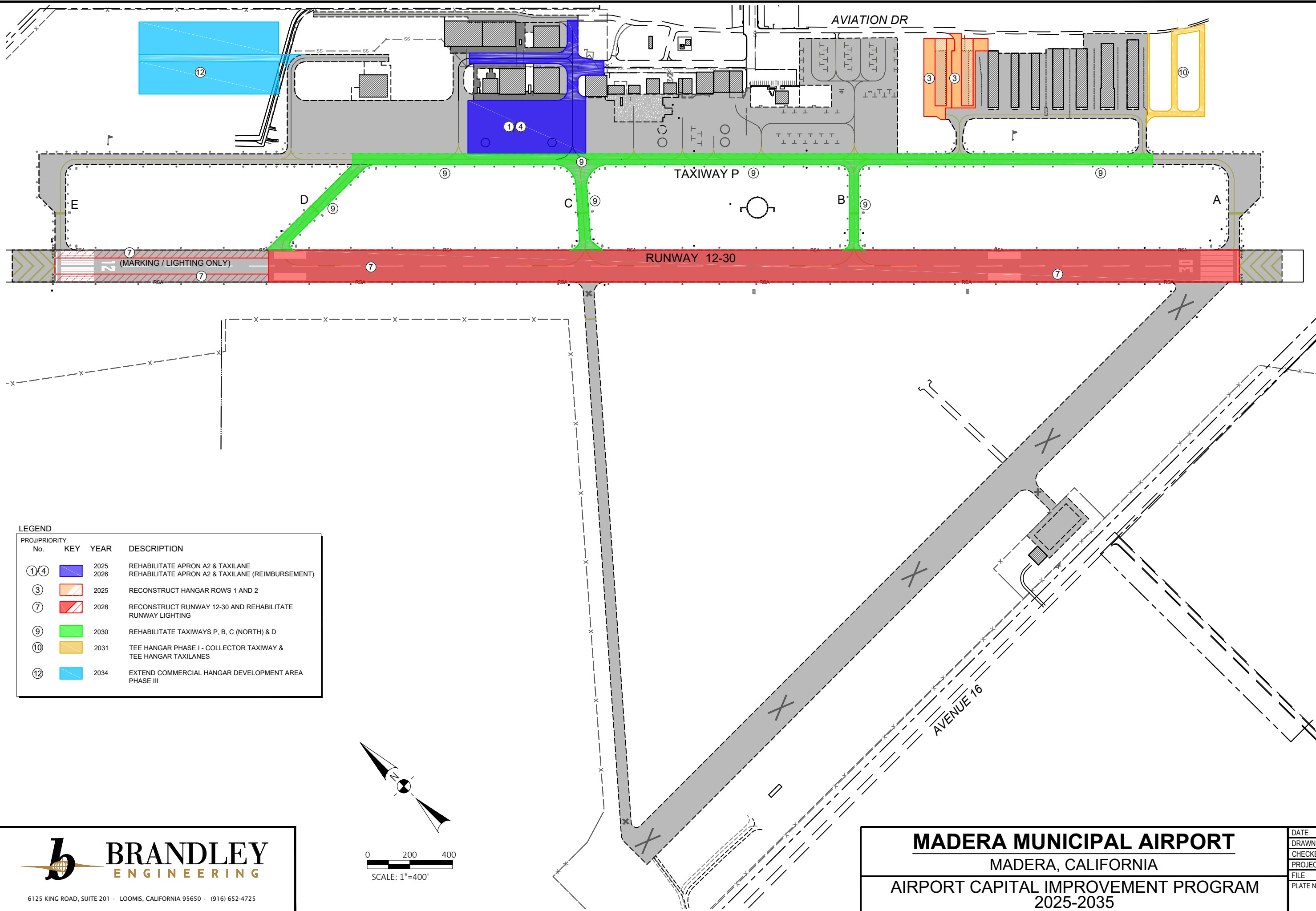
David Austin, Airport Manager and Administrative Analyst

MADERA MUNICIPAL AIRPORT
4020 AVIATION DRIVE
MADERA, CALIFORNIA 93637

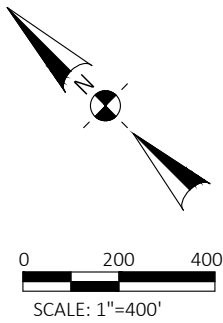
AIRPORT CAPITAL IMPROVEMENT PROGRAM
FISCAL YEAR 2025-2035

SUMMARY OF PROJECT COSTS
(Based on 2024 Unit Prices)

Project/ Priority No.	Shown on ALP	Project Type	Development Year	Environmental Status	Development Type	Description	Delivery Method	Expected Bid Date	PCI - 2012	National Priority Rating Code	Development Cost	Engineering & Administrative Cost	Total Project Cost	F.A.A Participation				State Participation	Local Participation	Available FAA Funds	
														AIP Entitlement	AIP Discretionary	AIP ZEV	AIG Allocated			AIP Entitlement	AIG Allocated
1	Yes	D	2025	Approved 8-3-23	Design/Construct	Rehabilitate Apron A2 and Taxilane	DBB	Mar-25		AP RE IM = 65	\$ 1,395,022	\$ 303,200	\$ 1,698,222	\$ -	\$ -	\$ -	\$ 1,175,000	\$ -	\$ 523,222		
2	-	P	2025	-	Planning	Airport Layout Plan Narrative including ALP Updated Drawings and AGIS Survey			N/A	MA PL UP = 69	-	250,000	250,000	237,500	-	-	-	11,875	625		
3	Yes	D	2025	Submit 2024	Design/Construct	Reconstruct Hangar Rows 1 & 2	DBB	Mar-25			3,499,000	769,138	4,268,138	-	-	-	-	-	4,268,138		
TOTAL 2025											\$ 4,894,022	\$ 1,322,338	\$ 6,216,360	\$ 237,500	\$ -	\$ -	\$ 1,175,000	\$ 11,875	\$ 4,791,985	\$450,000.00	\$1,175,000.00
4	Yes	D	2026	Approved 8-3-23	Construction	Rehabilitate Apron A2 and Taxilane - Reimbursement	DBB	Mar-25		AP RE IM = 65	294,000	32,667	326,667				294,000	-	32,667		
5	No*		2026	N/A	Equipment	F-150 Lightning Acquisition (ZEV)		Apr-26		EQ OT ZE = 60	85,000	10,000	95,000			\$ 85,500		9,500			
TOTAL 2026											\$ 379,000	\$ 42,667	\$ 421,667	\$ -	\$ -	\$ 85,500	\$ 294,000	\$ -	\$ 42,167	\$362,500.00	\$294,000.00
6	Yes	D	2027	Cat Ex 2026	Design	Reconstruct Runway 12-30 (75' x 4,550') and Rehab R/W Lighting			35	RW RC IM = 77	\$ -	\$ 330,000	\$ 330,000	\$ 297,000				\$ 14,850	\$ 18,150		
TOTAL 2027											\$ -	\$ 330,000	\$ 330,000	\$ 297,000	\$ -		\$ -	\$ 14,850	\$ 18,150	\$512,500.00	\$0.00
7	Yes	D	2028	Cat Ex 2026	Construction	Reconstruct Runway 12-30 (75' x 4,550') & Rehab R/W Lighting	DBB	Mar-28	35	RW RC IM = 77	\$ 5,400,000	\$ 283,000	\$ 5,683,000	\$ 365,500	\$ 4,749,200			\$ 150,000	\$ 418,300		
TOTAL 2028											\$ 5,400,000	\$ 283,000	\$ 5,683,000	\$ 365,500	\$ 4,749,200		\$ -	\$ 150,000	\$ 418,300	\$365,500.00	\$0.00
8	Yes	D	2029	Cat Ex 2028	Design	Rehabilitate Taxiways P, B, C (North) & D (50' x 4,500')			68-42	TW RE IM = 72		\$ 139,000	\$ 139,000	\$ 125,100	\$ -			\$ 6,255	7,645		
TOTAL 2029											\$ -	\$ 139,000	\$ 139,000	\$ 125,100	\$ -		\$ -	\$ 6,255	\$ 7,645	\$150,000.00	\$ -
9	Yes	D	2030	Cat Ex 2028	Construction	Rehabilitate Taxiways P, B, C (North) & D (50' x 4,500')	DBB	Mar-30	68-42	TW RE IM = 72	\$ 1,360,000	\$ 118,000	\$ 1,478,000	\$ 174,900	\$ 1,155,300			\$ 66,510	\$ 81,290		
TOTAL 2030											\$ 1,360,000	\$ 118,000	\$ 1,478,000	\$ 174,900	\$ 1,155,300		\$ -	\$ 66,510	\$ 81,290	\$174,900.00	\$ -
10	Yes	D	2031	Cat Ex 2030	Design/Construct	Tee Hangar Development - Phase I: Collector Taxiway (35' x 355'); Tee Hangar Taxilanes (25' x 1,015')	DBB	Mar-31	N/A	TW CA CO = 73 TL CA CO = 63	\$ 900,000	\$ 171,000	\$ 1,071,000	\$ 150,000	\$ 813,900			\$ 48,195	\$ 58,905		
TOTAL 2031											\$ 900,000	\$ 171,000	\$ 1,071,000	\$ 150,000	\$ 813,900		\$ -	\$ 48,195	\$ 58,905	\$150,000.00	\$ -
11	Yes	D	2033	Cat Ex 2032	Design	Extend Commercial Hangar Development Area - Phase III			N/A	AP CA CO = 66	\$ -	\$ 239,000	\$ 239,000	\$ 150,000	\$ 65,100			\$ 10,755	\$ 13,145		
TOTAL 2032											\$ -	\$ 239,000	\$ 239,000	\$ 150,000	\$ 65,100		\$ -	\$ 10,755	\$ 13,145	\$150,000.00	\$ -
No Projects for 2033																					
TOTAL 2033											\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$150,000.00	
12	Yes	D	2034	Cat Ex 2032	Construction	Extend Commercial Hangar Development Area (201,000 Sq.Ft.) - Phase III	DBB	Mar-34	N/A	AP CA CO = 66	\$ 1,595,000	\$ 303,000	\$ 1,898,000	\$ 300,000	\$ 1,408,200			\$ 85,410	\$ 104,390		
TOTAL 2034											\$ 1,595,000	\$ 303,000	\$ 1,898,000	\$ 300,000	\$ 1,408,200		\$ -	\$ 85,410	\$ 104,390	\$300,000.00	
13	-	D	2035	N/A	PMMP	Pavement Maintenance Management Plan	--	--	N/A	PL PL NP = 63	\$ -	\$ 100,000	\$ 100,000	\$ 90,000				\$ 4,500	\$ 5,500		
TOTAL 2035											\$ -	\$ 100,000	\$ 100,000	\$ 90,000	\$ -		\$ -	\$ 4,500	\$ 5,500	\$150,000.00	
Totals											\$ 14,528,022	\$ 3,048,005	\$ 17,576,027	\$ 1,890,000	\$ 8,191,700		\$ 1,469,000	\$ 398,350	\$ 5,541,477		



LEGEND				
PROJ/PRIORITY No.	KEY	YEAR	DESCRIPTION	
①/④		2025	REHABILITATE APRON A2 & TAXILANE	
		2026	REHABILITATE APRON A2 & TAXILANE (REIMBURSEMENT)	
③		2025	RECONSTRUCT HANGAR ROWS 1 AND 2	
⑦		2028	RECONSTRUCT RUNWAY 12-30 AND REHABILITATE RUNWAY LIGHTING	
⑨		2030	REHABILITATE TAXIWAYS P, B, C (NORTH) & D	
⑩		2031	TEE HANGAR PHASE I - COLLECTOR TAXIWAY & TEE HANGAR TAXILANES	
⑫		2034	EXTEND COMMERCIAL HANGAR DEVELOPMENT AREA PHASE III	





BRANDLEY

ENGINEERING

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MADERA MUNICIPAL AIRPORT

MADERA, CALIFORNIA

AIRPORT CAPITAL IMPROVEMENT PROGRAM

2025-2035

DATE	9/23/2024
DRAWN	DMB
CHECKED	MSB
PROJECT No.	83.02
FILE	MAE 2024-11P
PLATE No.	