



**AGENDA**  
**Airport Subcommittee**  
**Meeting Date: October 1, 2019**  
**Meeting Time: 10:00 a.m.**  
**Meeting Location: Cloverdale City Hall Conference Room**  
**124 N. Cloverdale Blvd., Cloverdale CA 95425**

**Subcommittee Members and City Staff**

Chair: Mayor Melanie Bagby  
Councilmember Mary Ann Brigham

City Manager David Kelley  
Airport Manager Michael Morrissey  
City Engineer Mark Rincon

1. **Call to Order:**
2. **Communications:** Committee may, at this time, discuss written communications sent to Committee Members since the last Subcommittee meeting.
3. **Public Comment:** Members of the public may, at this time, comment on any item not on this agenda. Please limit comments to three minutes. Members of the public may comment on items on the agenda when the subcommittee considers that item.
4. **Approval of Minutes:** June 4, 2019
5. **Current Items for Discussion:**
  - a) Discussion of airport fuel quote from World Fuel
  - b) Consider Upgrade of Fuel Terminal to QT Pod Model M4000 Self-Serve Fueling Terminal
  - c) Review and discuss draft City of Cloverdale 5 Year Capital Improvement Program worksheets for the Cloverdale Airport
  - d) Discuss Airport Taxiway Pavement Rehabilitation Project
6. **Information Only Memos:** None
7. **Future Agenda Items (subject to change)**
8. **Pending Items**
9. **Good of the Order**
10. **Adjournment:** Adjourn to Tuesday, February 4, 2020, at 10:00 a.m., or alternate date if requested.

**CERTIFICATION** – Pursuant to Government Code § 54954.2, the agenda for this meeting was properly posted on 9/26/2019



**DRAFT MINUTES**

**Airport Subcommittee**

**Meeting Date: June 4, 2019**

**Meeting Time: 10:00 a.m.**

**Meeting Location: Cloverdale City Hall Conference Room  
124 N. Cloverdale Blvd., Cloverdale CA 95425**

**Subcommittee Members and City Staff**

Chair: Mayor Melanie Bagby

Councilmember Mary Ann Brigham

City Manager David Kelley

Airport Manager Michael Morrissey

Public Works Director Mark Rincon

1. **Call to Order:** Mayor Bagby called the meeting to order at 10:00 a.m. Present: Mayor Bagby, City Manager Kelley, Airport Manager Michael Morrissey. Absent: Public Works Director Rincon and Councilmember Brigham.
2. **Communications:** Committee may, at this time, discuss written communications sent to Committee Members since the last Subcommittee meeting.

Noise Complaints: City Manager Kelley commented that three complaints had been received via the website on the on-line form since the previous subcommittee meeting regarding noise from a low flying “touch and go” planes and concerns about human exposure to lead poisoning. Additionally, a written complaint was Ron and Mindy Thal with similar concerns.

Mr. Morrissey indicated that he is researching ways to regulate the number of touch and goes, similar to what Healdsburg is doing; however, because it is a public airport there might be limitations as to what the City can do. Additionally, on occasion the pilots notify him in advance of possible noise increase levels and/or special events, however, the airport does not have the ability to pass on the information to the airport neighbors.

City Manager Kelley stated that the City does not regulate airport noise or fuel, it is regulated by the FAA, and added that staff always responds to the complaints. A method of neighbor notification regarding upcoming events at the airport would also be helpful.

Public Comment:

Ivan Gromala stated that experimental planes are not using lead fuel.

Jess Slavich opined that the airport should stop selling leaded gas to address fallout from planes that are flown low by rogue pilots.

Recommendation - Agendize the sale of lead fuel issue on a future agenda for further discussion; and urge the people with noise complaints to go to the County and the FAA about their complaints. It was noted that the complaints are part of the public record, and formalize the method for the public to submit complaints.

3. **Public Comments on Non-Agenda Items**

Jackie Kennedy commented that during the airport closure people were kayaking at the airport.

Jess Slavich, stated that the priority at the airport should be for safety and emergencies.

4. **Approval of Minutes:** The February 5, 2019 meeting minutes were approved as submitted.

5. **Current Items for Discussion:**

- a) Cal Trans Annual Inspection City Manager Kelley indicated that an annual inspection recently occurred and once the report is received it will be agendized for subcommittee review. There were recommendations to remove a wire fence and vegetation on the northeast side of the airport that obstruct navigable airspace.

Public Comment: None

Recommendation: Agendize report for future review.

- b) Hangar lease agreement for Hangar #20 - Mr. Morrissey indicated the airport is working on a lease agreement for the hangar with Mr. Gromala, to commence July 1. The improvements planned will be an asset to the airport and the community. He introduced Mr. Gromala.

Ivan. Gromala stated that he recently moved to Cloverdale and is ready to take on the improvements. The hangar is not currently leased.

Eric Gromala loves Cloverdale and wants to establish a positive relationship with the community.

Mayor Bagby welcomed the Gromalas to the community.

- c) List of Capital Improvement Projects including Airport Taxiway Rehabilitation Project. City Manager Kelley indicated that bids for the Airport Taxiway Rehabilitation Project would be opened on June 13 and the FAA funding of approximately \$139,741 is expected in July.

Public comment:

Jackie Kennedy asked if it includes the berm to prevent flooding. Mr. Morrissey indicated that erosion from the creek will be addressed by a drainage project, which is different from the levee along the river.

Ray Shipway asked about repair and rehabilitation of the apron.

Mr. Morrissey indicated that the taxiway and drainage are the priority, and they are looking at finding funding for repairs to the apron.

Mayor Bagby added that airport improvements will be addressed in the Capital Improvement Plan and that once the needs are identified, the appropriate funding be identified.

Mr. Kelley, based on discussion with the FAA and airport consultants, noted that the priorities are the taxiway and drainage and the Capital Improvement Plan will look at improving the surfaces, the apron, and the hangars. The plan will be coming up for review in the near future.

Mr. Shipway commented that improvements to the tarmac and adding storage space would help the airport to be more profitable.

Recommendation: Agendize review of the Capital Improvement Plan for the next subcommittee meeting.

d) Internet Broadband options for the airport. and fuel system options

City Manager Kelley commented that replacement of the fueling system is being considered, as well as an upgrade of the internet broadband options at the same time. They are also researching the options with other fuel companies.

Public Comment: None

Recommendation: Schedule a special meeting in August to discuss the options.

6. **Information Only Memos:** None

7. **Future Agenda Items:** Jess Slavik asked for development of a strategy to restrict the use of lead fuel, and to make noise a standing agenda item. Pilots need to respect the airspace in the east side hills.

Mayor Bagby stated that noise is regulated by the FAA – while the City could look at implementing a voluntary policy, the City’s authority is very limited.

Recommendation: Agendize discussion of a noise mitigation policy on a future Agenda.

Mr. Shipway would like to see more public outreach to generate more interest in the airport.

Recommendation: Mayor Bagby suggested adding community outreach/communication portion of the Capital Improvement Plan discussion.

Also added: leaded gas issue, noise complaints, community outreach/social media, and plans for an open house.

8. **Pending Items –** None

9. **Good of the Order –** None

10. **Adjournment:** Mayor Bagby adjourned the meeting at 11:16 a.m. to a special meeting in August (date to be determined) to discuss the Capital Improvement Plan, broadband and fuel options and community outreach. The next regularly scheduled subcommittee meeting is Tuesday, October 1, 2019, at 10:00 a.m.



4909 Nautilus Court North, Suite 109  
 Boulder, CO 80301  
 ph: 303-444-3590 Fax: 303-444-8736

Quote No. \_\_\_\_\_

**QT Pod Fueling Terminals**

**Representative**

Name Matt Duncan Phone: 303-962-3413  
 Position Sales Fax: 303-444-8736  
 Department Sales Division E-mail: mduncan@qtpod.com

**Dates**

First Contact \_\_\_\_\_  
 Quote Issued 3/19/2019  
 Accept/Reject \_\_\_\_\_

Product/Service Name	Quantity	Price	TOTAL
<b>QT Pod Model M4000 Self-Serve Fueling Terminal</b> 1 hose control, wired ethernet capability	1	\$14,995.00	\$14,995.00
<b>Trade-in credit for M3000 return (Credit good until June 30, 2019)</b>	1	(\$4,495.00)	(\$4,495.00)
<b>Options</b>			
<b>DPI Relay Module - for 2nd hose position</b>	1	\$360.00	\$360.00
<b>Cellular Kit (Optional if CAT 5 ethernet cable can't be run to terminal)</b>	1	\$800.00	\$800.00
<b>SHIPPING</b>	1	\$295.00	\$295.00
		<b>Sub Total</b>	<b>\$11,955.00</b>

**Client**

Customer Mike Montalvo Company WFS  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 ZIP \_\_\_\_\_ Email MMontalvo@wfscorp.com  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

Discount \_\_\_\_\_  
 Taxes \_\_\_\_\_

**TOTAL \$11,955.00**

**Status**

Established Client       New Client       Prospective Client

**Notes**

\*Quote valid for 60 days from issuance.  
 Price does not include installation  
 Cell kit requires data plan through QT \$480/ year  
 Web-Based Siteminder Subscription- \$945/ year

Office Use Only

Prices are subject to change without notice.

City of Cloverdale 5-Year CIP

Airport Improvements CIP Summary

List of Projects	Project Costs						Total	Priority Level
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6 & Beyond		
AP-025 <a href="#">Obstruction Removal</a>	\$ -	\$ 300,000	\$ -	\$ -	\$ -		\$ 300,000	Necessary
AP-026 <a href="#">Des. Infield Area Drainage Imp.</a>	\$ -	\$ 150,000	\$ -	\$ -	\$ -		\$ 150,000	Necessary
AP-027 <a href="#">Taxiway</a>	\$ -	\$ -	\$ 500,000	\$ -			\$ 500,000	Necessary
AP-028 <a href="#">Con. Infield Area Drainage Imp.</a>	\$ -	\$ -	\$ 400,000	\$ -	\$ -		\$ 400,000	Necessary
AP-029 <a href="#">Des. Segm. Circle &amp; Light Wind</a>	\$ -	\$ -	\$ -	\$ 50,000	\$ -		\$ 50,000	Necessary
AP-030 <a href="#">Con. Segm. circle &amp; Light Wind</a>	\$ -	\$ -	\$ -	\$ -	\$ 150,000		\$ 150,000	Necessary
AP-031 <a href="#">Des. Perimeter Fenc. &amp; Card Acc</a>	\$ -	\$ -	\$ -	\$ -	\$ 85,000		\$ 85,000	Necessary
<b>Airport CIP Total</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ 900,000</b>	<b>\$ 50,000</b>	<b>\$ 235,000</b>	<b>\$ -</b>	<b>\$ 1,635,000</b>	

Notes

1	Per discussions with City, Airport projects listed are high priority projects, and GHD have assigned them under the "Necessary" category
2	City to confirm whether AP-001, Obstruction Removal was completed in FY 17-18 or if it will be deferred to FY 18-19. The Obstruction Removal Project may be considered a maintenance project
3	Costs were based on information provided by City; it is assumed that the funding sources would cover the project costs.



**City of Cloverdale  
Five Year Capital Improvement Program  
Project Detail Form**

<b>Project Name:</b> Obstruction Removal				<b>Project No:</b> AP-025					
<b>Project Description:</b> Identifying, removing, and otherwise mitigating obstructions (foliage) that has grown beyond safe limits around runways 14 & 32 at Cloverdale Municipal Airport.				<b>Department:</b> Airport					
<b>Justification:</b> To improve safety around runways				<b>Priority:</b> <input type="checkbox"/> Mandate <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable					
<b>General Plan Consistency:</b> In accordance with scheduled improvements.				<b>Appropriations beyond the 5 year program period are needed to complete project:</b> YES ( ) NO ( )					
	<b>Item</b>	<b>Budget FY 16-17</b>	<b>Est Expend FY 16-17</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>Project Costs:</b>	Construction - Clearing, grubbing, reoving obstructions				300,000				\$ 300,000
	<b>Total</b>	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
<b>Funding Sources:</b>	Federal				270,000				270,000
	State				13,500				13,500
	Local				16,500				16,500
	<b>Total</b>	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000
<b>Estimated O &amp; M</b>									



**City of Cloverdale  
Five Year Capital Improvement Program  
Project Detail Form**

<b>Project Name:</b> Design Infield Area Drainage Improvements				<b>Project No:</b> AP-026					
<b>Project Description:</b> Devise and design infield drainage to mitigate routine airport flooding.				<b>Department:</b> Airport					
<b>Justification:</b>				<b>Priority:</b> <input checked="" type="checkbox"/> Mandate <input type="checkbox"/> Necessary <input type="checkbox"/> Desirable					
<b>General Plan Consistency:</b> In accordance with scheduled improvements.				<b>Appropriations beyond the 5 year program period are needed to complete project:</b> YES ( ) NO ( )					
	<b>Item</b>	<b>Budget FY 16-17</b>	<b>Est Expend FY 16-17</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>Project Costs:</b>	Engineering Design				150,000				\$ 150,000
	<b>Total</b>	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
<b>Funding Sources:</b>	Federal				135,000				135,000
	State				6,750				6,750
	Local				8,250				8,250
	<b>Total</b>	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
<b>Estimated O &amp; M</b>									



**City of Cloverdale  
Five Year Capital Improvement Program  
Project Detail Form**

<b>Project Name:</b> Taxiway				<b>Project No:</b> AP-027					
<b>Project Description:</b> Taxiway pavement rehabilitation.				<b>Department:</b> Airport					
<b>Justification:</b>				<b>Priority:</b> <input type="checkbox"/> Mandate <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable					
<b>General Plan Consistency:</b> In accordance with Airport Master Plan and scheduled improvements.				<b>Appropriations beyond the 5 year program period are needed to complete project:</b>  YES ( ) NO ( )					
	<b>Item</b>	<b>Budget FY 16-17</b>	<b>Est Expend FY 16-17</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>Project Costs:</b>	Construction - paving					500,000			\$ 500,000
									\$ -
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
<b>Funding Sources:</b>	Federal					450,000			450,000
	State					22,500			22,500
	Local					27,500			27,500
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
<b>Estimated O &amp; M</b>									



**City of Cloverdale  
Five Year Capital Improvement Program  
Project Detail Form**

<b>Project Name:</b> Design Segmented Circle and Lighted Wind Cone				<b>Project No:</b> AP-029					
<b>Project Description:</b> Design and relocate lighted positions for segmented circle and wind cone.				<b>Department:</b> Airport					
<b>Justification:</b>				<b>Priority:</b> <input type="checkbox"/> Mandate <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable					
<b>General Plan Consistency:</b> in accordance with Airport Master Plan and scheduled improvements.				<b>Appropriations beyond the 5 year program period are needed to complete project:</b>  YES ( ) NO ( )					
	<b>Item</b>	<b>Budget FY 16-17</b>	<b>Est Expend FY 16-17</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>Project Costs:</b>	Design						50,000		\$ 50,000
									\$ -
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
<b>Funding Sources:</b>	Federal						45,000		45,000
	State						2,250		2,250
	Local						2,750		2,750
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
<b>Estimated O &amp; M</b>									





**City of Cloverdale  
Five Year Capital Improvement Program  
Project Detail Form**

<b>Project Name:</b> Construc Segmented Circle and Lighted wind cone				<b>Project No:</b> AP-030					
<b>Project Description:</b> Implement design and relocation as determined in 2021 plans.				<b>Department:</b> Airport					
<b>Justification:</b> Relocate and construct nighttime Navoids as designed.				<b>Priority:</b> <input type="checkbox"/> Mandate <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable					
<b>General Plan Consistency:</b>				Appropriations beyond the 5 year program period are needed to complete project:  YES ( ) NO ( )					
	<b>Item</b>	<b>Budget FY 16-17</b>	<b>Est Expend FY 16-17</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>Project Costs:</b>	Construction							150,000	\$ 150,000
									\$ -
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
<b>Funding Sources:</b>	Federal							135,000	135,000
	State							6,750	6,750
	Local							8,250	8,250
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
<b>Estimated O &amp; M</b>									



**City of Cloverdale  
Five Year Capital Improvement Program  
Project Detail Form**

<b>Project Name:</b> Design Perimeter Fencing & Card Access Gate				<b>Project No:</b> AP-031					
<b>Project Description:</b> Design Perimeter Fence Replacement with Gate Access				<b>Department:</b> Airport					
<b>Justification:</b>				<b>Priority:</b> <input type="checkbox"/> Mandate <input checked="" type="checkbox"/> Necessary <input type="checkbox"/> Desirable					
<b>General Plan Consistency:</b> Scheduled improvements, bringin airport security to current standards.				Appropriations beyond the 5 year program period are needed to complete project:  YES ( ) NO ( )					
	<b>Item</b>	<b>Budget FY 16-17</b>	<b>Est Expend FY 16-17</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>Project Costs:</b>	Design							85,000	\$ 85,000
									\$ -
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ 85,000
<b>Funding Sources:</b>	State							76,500	76,500
	Federal							3,825	3,825
	Local							4,675	4,675
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ 85,000
<b>Estimated O &amp; M</b>									