



MINUTES

Meeting Date: October 2, 2018

Meeting Time: 8:00 a.m.

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

Subcommittee Members and City Staff

Chair: Councilmember Melanie Bagby
Vice Mayor Carol Russell

City Manager David Kelley
Airport Manager Michael Morrissey

1. **Call to Order:** Chair Bagby called the meeting to order at 8:05 a.m.
2. **Communications:** None
3. **Public Comment:** None
4. **Approval of Minutes:** The minutes of the June 5, 2018, were approved.
5. **Current Items for Discussion:**
 - a) CalTrans Grant Funding
Mr. Kelley stated this CalTrans matching grant is in support of the funding FAA has awarded for the installation of the PAPI lights on runway 14. Mr. Rincon stated this item will go before Council at their next meeting.
 - b) Update on FAA Funded CIP Projects
Mr. Kelley stated installation of the PAPI lights is the top project, with the next step being a meeting with FAA. Mr. Kelley added that City staff is in the process of developing a citywide Capital Improvement Program, which will include additional projects for overall improvement of the airport.
 - c) Discuss Lease Agreement Renewals
Mr. Kelley stated the City is in the process of creating updated agreements with the airport lessees. Mr. Morrissey added that some of the language needs to be updated to reflect current conditions and a small fee will be added to begin to build a reserve for small improvement projects at the airport. Discussion ensued regarding what projects could be addressed through this reserve fund. Mr. Morrissey will bring this item back to the subcommittee.
6. **Information Only Memos:** None
7. **Future Agenda Items (subject to change):** Mr. Kelley stated updates on the outcome of the meeting with the FAA and the development of five-year CIP projects will be agendaized when available.
8. **Pending Items:** None
9. **Good of the Order:** Mr. Morrissey reported that he has found that Cloverdale Airport is not large enough to be a member of the DARP, but local pilots could provide support to a DARP hub in the event of an emergency. Mr. Morrissey stated Chief Cramer suggested a tabletop exercise.
10. **Adjournment:** Chair Bagby adjourned the meeting at 8:40 a.m. to the next meeting, the date of which is yet to be determined.