

## Minutes

**CITY OF TULARE AVIATION COMMITTEE  
Monday, January 23, 2023 at 6:00 p.m.  
CITY HALL COMMUNITY ROOM  
411 E Kern Ave**

### **Mission Statement**

To promote a quality of life making Tulare the most desirable community in which to live, learn, play, work, worship and prosper.

#### **I. CALL TO ORDER**

Meeting was called to order at 6:04pm

#### **II. PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led by Tiffany Connelley, Administrative Assistant

#### **III. CITIZEN COMMENTS**

*This is the time for citizens to comment on items within the jurisdiction of the Committee. The Committee cannot legally discuss or take official action on citizen comments that are introduced today. Each speaker will be allowed 3 minutes, with a maximum of 10 minutes per item, unless otherwise extended by the Committee.*

No citizen comments

#### **IV. COMMUNICATIONS**

*Communications are to be submitted 10 days prior to a meeting to be considered for this section of the Agenda. No action will be taken on matters listed under Communications; however, the Committee may direct staff to schedule issues raised during Communications for a future agenda. Citizen comments will be limited to 3 minutes per topic, unless otherwise extended by Committee.*

No communications

#### **V. STUDENT REPORTS**

No students present

#### **VI. CONSENT CALENDAR**

*All Consent Calendar items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made, in which event the item will be removed from the Consent Calendar to be discussed and voted upon by a separate motion*

No items on the consent calendar

#### **VII. GENERAL BUSINESS**

- Welcome new committee members  
New committee members Chad Petersen and Michael Schoenau were introduced
- Pass out Handbook of Rules and Procedures  
Handbook of Rules and Procedures was passed out to each committee member
- Sign Oaths of Office  
Each committee member signed the Oaths of Office
- Letter for Rent Increase/Rent Increase project (John Smith)

John Smith of Tartaglia Engineering explained the process their company will be taking to change the rates and contracts out at the airport. Tartaglia Engineering will be reviewing existing leases to see what their status is, if any lease is due for update, and they will bring leases current and in line. They will also be reviewing lease rates, working to bring rates current. Tartaglia Engineering will be the “middleman” between the City and airport tenants, helping to negotiate contracts that may have expired and need to renew. They will also assist with contracts for new tenants of the airport. Tartaglia Engineering will also involve the city attorney when constructing the new lease and lease rates.

- Plans for future/current Lease Contract

- Generic Lease to be created
- Will require deposit of 1 month rent on new leases  
Manny Correa, Office of Safety, Compliance & Facilities Officer, shared plans to charge future tenants of the airport at least one month rent as deposit when entering a new lease contract. This would be to ensure coverage of any damage or repairs that result from a tenant.
- Anyone who shares space, all tenants must provide proof of insurance
- Weed abatement: increase of property lines for who’s responsible for weed maintenance.
- Maintenance of hangars: who’s responsible for maintenance, inspections of property  
All lease contracts moving forward will specify who is responsible for what maintenance and in what areas.

Manny Correa discussed using funds that the city set aside as matching funds for a grant the airport was supposed to receive, to do much needed repairs at the airport. The airport did not end up receiving the grant, so matching funds were approved to be used to do repairs to the taxiway and apron at the airport. The taxiway, the road leading up to the taxiway, and apron will be resurfaced to repair cracks and other damage. These areas will be slurry sealed and then a top coat will be put on top of the slurry seal. This will help to prevent damage to aircraft when using these areas. These repairs should give the airport 7 to 10 years before full replacement will need to be completed. Other repairs that will take place at the airport will be repairs of the roofs to the buildings.

- FAA/State Inspection

Manny Correa discussed the results of the FAA/State Inspection that took place at the airport. The results of the inspection required trees to be trimmed at the south end of the airport along the Elk Bayou within a certain time frame to be in compliance. Peter Aranzazu, Airport Manager, got approval with Fish & Game and the state before he hired a company to trim the trees. The deadline was met.

- Project Updates/Strategic Planning

- Cameras, gate access

Phase 1, cameras have been installed to give view of the airport. Phase 2, cameras will be installed on the south end of the airport.

The installation of a second gate at the airport is in the plans as well.

- Hours of Operation/Access Control

- Vote for new chairman/Vice Chairman

Committee member Chris Colson nominated Michael Schoenau as the Chairman; Committee member Robert Smith seconded the motion. All were in favor.

Committee member Michael Schoenau nominated Committee member Chad Petersen as the Vice Chairman; Committee member Ryan Wilson seconded the motion. All were in favor.

## **VIII. ITEMS OF COMMITTEE INTEREST**

Manny Correa talked about the ACIP's for the airport. One of the ACIP's is relocating the wind cone. Matching funds are in place for this project. A second project on the ACIP is constructing the helipads. A full reconstruction of the taxiway is one the ACIP as well.

John from Tartaglia discussed the RISE grant they will be applying for on behalf of the airport, that is funded by the DOT. There is 1.5 million available in 2023 and this is the first year that airports have become eligible for this funding. The RISE grant will assist in funding the reconstruction/realignment of Leonard Noel Drive, the main road leading to the airport. This would also include putting in water, utilities, cable, etc. to entice more businesses to want to construct on the undeveloped acreage around the airport. Development around the airport would bring in more revenue for the airport.

John from Tartaglia spoke about the Bipartisan Infrastructure Law (BIL). The BIL provides 3 types of money. First is 5 billion for FAA owned towers and air traffic facilities, second is 5 billion for airport terminals, third is 15 billion for airport infrastructure. Mefford Field will receive \$159,000 per year for 5 years, ending in 2026. These funds can be used for AIP related projects, but it is discouraged to merge funds from the AIP projects with the BIL funds. The plan is to use the BIL funds to construct the helipads at the airport.

Manny Correa discussed the possibility of building more hangars at the airport. There is also potential for interested parties to lease land from the airport and build their own hangar.

Committee member Michael Schoenau explained frustration with people using the lot near the Mefford Hangar to do reckless driving. He said that he has notified PD, but nothing was done regarding the matter. Manny Correa said that he will look in to a solution for this issue.

## **IX. ADJOURNMENT**

Michael Schoenau motioned to adjourn the meeting at 7:27pm. All were in favor.

*In compliance with the Americans with Disabilities Act and the Brown Act, if you need special assistance to participate in this meeting, including the receipt of the agenda and documents in the agenda package in an alternate format, please contact the City Manager's Office at (559) 684-4200. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35, 104 ADA Title I), and allow for the preparation of documents in the appropriate alternate format.*