

**CITY OF BRAWLEY**  
December 20, 2023

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 @ 4:00pm

PRESENT: Kern, Osterkamp, Robertson, Kelley

ABSENT: Floyd

**1. APPROVAL OF AGENDA**

The agenda was **approved** as submitted. m/s/c Kern / Robertson 4-0

**2. APPROVAL OF MINUTES**

The Minutes from November 15, 2023 was approved as submitted. m/s/c Kern / Robertson 4-0

**3. PUBLIC APPEARANCES/COMMENTS** - None

**4. REGULAR BUSINESS FIXED BASE OPERATOR REPORT**

- 2,106 Gallons of 100-LL, November, 2023.
- 5,626 Gallons of Jet A, November, 2023.
- 203 landings, 200 Departures, November, 2023.
- Hangar Occupancy- 13 vacant hangars- \$180 (2), and \$120 (11) hangars as of December 15, 2023. Also informed the Commissioners that there could be an additional vacancy in December.

**5. STAFF REPORT**

- Revenues: \$46,045.51 as of December 14, 2023.
- Expenditures: \$115683.83 as of December 14, 2023.
- Cash on Hand Balance: \$462,719.63 as of December 14, 2023.
- Hanger Aging Report: There are 4 hangar tenants that are in arrears for 3 months or more. City has served the notice to the Tenant @ Hangar #16 on June 29, 2023, and is currently waiting on legal on when the tenant can be evicted.
- Runway Reconstruction Update: AE Consulting has provided a preliminary engineering report to the City after the edits were made, and forwarded on to FAA for their review.
- Surveys – City received 18 surveys back from a hangar tenants, Mr. Reeves was not in favor of 1<sup>st</sup> time inspection fees, and the cleaning of the outdoor restrooms.
- Valuation of Airport Property / Hangars – City is currently going through a fee study would take 9 months, but by July 1, 2024 or earlier to provide the fee study results to the commission members, no updates for the month of December.
- Annual Hangar Inspections – Fire Marshal Rodelo stated the City will be sending out the notification of the hangar inspections taking place and to schedule with the fire department for appointments.

**6. STATUS UPDATES**

- Executive Hangars Funding Sources – None.
- Strategic Planning – Kelley / Floyd – None.
- Hangar Usage – Co-Chairman Osterkamp and Commissioner Kern will make the changes and present back to commission and City.
- Request for Proposals for the Fixed Base Operator – Mr. Medina, Director of Public Works and Operations stated the City will advertise the RFP for the FBO in January, 2024.

6. NEW BUSINESS

- None

7. ADJOURNMENT 4:32PM

*Alan Chan*, Engineering Technician II