

CITY OF BRAWLEY
January 17, 2024

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 amended to add in Non-Aeronautical Fee Structure Discussion. m/s/c Osterkamp / Kern 3-1
Commissioner Robertson was not in favor.

2. APPROVAL OF MINUTES

The Minutes from December 20, 2023 was approved as submitted. m/s/c Kern / Robertson 4-0

3. PUBLIC APPEARANCES/COMMENTS - None

4. REGULAR BUSINESS FIXED BASE OPERATOR REPORT

- 1,968 Gallons of 100-LL, December, 2023, and 23,393 gallons for 2023.
- 5,925 Gallons of Jet A, December, 2023, and 44,616 gallons for 2023.
- 207 landings, 204 Departures, December, 2023, 1,782 landings and 1,760 departures for 2023
- Hangar Occupancy- 13 vacant hangars- \$180 (2), and \$120 (11) hangars as of January 12, 2024. Also informed the Commissioners that there could be an additional vacancy at the end of January.

5. STAFF REPORT

- Revenues: \$58,708.88 as of January 12, 2024.
- Expenditures: \$19,405.45 as of January 12, 2024.
- Cash on Hand Balance: \$478,977.78 as of January 11, 2024.
- 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. FAA still reviewing. Expected to start construction in 2027.
- Surveys – City received 18 surveys back from a hangar tenants.
- 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 January. Commissioners stated that there should be a Film Permit Fee.
- 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. Inspections will start on February 9th till March 1st between the hours of 9AM to 1PM.
- RFP for FBO – Medina – Will advertise January 25, 2024.

6. STATUS UPDATES

- Executive Hangars Funding Sources – None.
- Strategic Planning – Kelley / Osterkamp – To create an Ad-hoc committee.
- 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

- Hangar Lease Agreements for Aeronautical and Non-Aeronautical – Action Item. Aeronautical and Non-Aeronautical Hangar Lease Agreements were sent to City Manager Salcido and was forwarded on to the City Attorney Smeardon for review in December, 2023, he provided alterations and was added on for this commission meeting for approval by Airport Advisory Commission. Commissioners Kern and Co-Chairman Osterkamp noted that the ranking system that was in the Non-Aeronautical agreement was removed, and they would like to be able to have the City Manager sign off on the agreement instead of the Mayor, it was noted that the City Council has the authority to allow the City Manager to sign and can be changed after it has been approved by City Council. Commissioner Robertson stated that he was not in favor of Non-Aeronautical uses at the airport, he also stated from the FAA 5160B Section 20.5, that a long-standing policy on the Non-Aeronautical use of Airport hangars as supplied to all the attending commissioners. The City would have to designate areas on the Airport Layout Plan (ALP) and will need to get FAA approval to rent these areas at Fair Market Value for Non-Aeronautical Use. Chairman Kelley, Co-Chairman Osterkamp requested for the agreement to proceed as written. m/s/c Osterkamp / Kern 3-1
Commissioner Robertson was not in favor.
- Advertise for vacant hangars on Social Media.
- Non-Aeronautical Fair Market Value rent. – Co-Chairman Osterkamp presented Fair Market Value Research from 2022. He presented a Large Hangar @ 1144 SF would cost \$224 / Mo, and the small hangar would be \$200/Mo., that would be with adjusted prices for insurance, and FBO management fees. City requested for 3 comparable rents be brought back to the next commission meeting.

7. ADJOURNMENT 4:51PM

Alan Chan, Engineering Technician II