

**Airport Advisory Committee
Meeting
May 1, 2012
City Council Chambers**

Committee Members Present: Joe Alosa, Rick Bartle, Councilor Candace Bouchard, James MacKay, Charles Gerhan, Carlos Baía

Absent: Ernie Loomis, Councilor Patten

Staff: Chip Chesley (GSD), Harry Dangora (GSD)

Airport Manager/FBO: David Rolla, Robert Rolla

Airport Consultant: John Gorham, Steve Berardo

Meeting called to order at 4:35 p.m.

Chairman Alosa first sought to have everyone introduce themselves.

Lease Updates

Carlos Baía updated the Committee on the renewal of the Civil Air Patrol (CAP) lease noting that the new lease did not obligate the City to relocate the CAP and that the CAP would be responsible for demolition or removal of their building should the City wish to develop the property.

Mr. Baía also explained that the State Police Hangar lease would expire at the end of December 2012. The City will be seeking to renew this lease.

Review of FY 12 Improvements

Harry Dangora explained that a new roof had been installed on the terminal building. A new door frame and door was also added internally to the terminal to separate the lobby from the administrative offices. An abandoned exterior door unit was removed and a window opening created. Brick work was also completed. Repairs had also been made to the door and apron at Hangar 2. Concord Aviation Services had repaired the SRE and Main Gates. Some minor punch list items remained to be done at Hangar 2 once the weather improved.

Proposed FY 13 Capital Improvement Program

John Gorham with Jacobs Engineering discussed the recent FAA reduction in its grant percentage and the impact on the City's matching contributions. He explained that the

taxiway project was being delayed to FY 14 when it was hoped the State's percentage might increase to 5% so as to reduce the City's current financial obligation.

Mr. Gorham also discussed the City's need to do a Safety Area Study stemming from the reductions in the minimums for runway 17/35 and the incompatibility of the existing localizer with these minimums.

Mr. Gorham and Mr. Baía also cited the other proposed FY 13 CIP items including the repairs to the fuel farm, parking lot maintenance and crack sealing of the tie-down area as well as the purchase of a new front end loader.

Proposed FY 13 Budget

Carlos Baía provided copies of the budget to the committee. He explained that the estimated FY 12 budget is likely to come in under projections in terms of expenditures. He noted that in FY 13, the budget was expected to remain positive and that the Airport Fund was still healthy.

A motion was made by James MacKay to recommend approval of the proposed FY 13 Airport Capital Improvement Program and the FY 13 Airport Budget to the City Council. Seconded by Charles Gerhan. Motion passed unanimously.

FBO Request for Proposals

Carlos Baía explained that the existing FBO agreement has been in place for 18 years. The agreement included a base 10 year term plus two 5 year extensions. During the negotiations for the last five year extension, Concord Aviation Services had requested that the City continue its relationship with CAS beyond 2014. The City did not choose to do so at the time and suggested that any new contract would likely need to stem from an open input process such as an RFP. As a compromise, a clause was added to CAS' existing agreement that the City would notify CAS by June 30, 2012 whether it was planning to issue a Request for Proposals for FBO services for 2014 and beyond.

Mr. Baía explained that a letter informing CAS that the City would issue an RFP was sent via email to David Rolla in March. A copy of this letter was included in the committee's meeting notice attachments. Mr. Baía continued that the RFP in no way precluded CAS from submitting a proposal and that he encouraged CAS to do so.

Steve Berardo with Jacobs Engineering added that public solicitations such as the kind envisioned by the City are common practices. He also noted that FAA prohibits exclusive relationships at sponsor airports. Rick Bartle suggested that the City consider a Request for Interest (RFI) versus an RFP to determine interest first before seeking a more complicated RFP process.

The Committee agreed by consensus that it supported the City seeking input as to FBO services from the marketplace and that it deferred to the City as to which format that solicitation should take.

Other Business

Councilor Bouchard asked about the status of the damaged wooden fence along Regional Drive. Mr. Baía did not have details on this matter but would investigate and report back to the Committee.

Councilor Bouchard inquired as to the airport's performance. David Rolla indicated that he was disconcerted from reading the letter regarding the RFP for the FBO. He expressed that he had not seen the letter until the moment when it was discussed at the meeting. Mr. Baía indicated that he had sent it via email to Mr. Rolla and had verified that the correct email address was used.

Mr. Rolla went on to explain that his FBO is operating with revenues at 1998-99 levels but 2012 expenditures. He noted that it does not appear that the additional Indy car race in 2011 will be continued. He further cited other market factors.

Meeting adjourned at 5:40 p.m.