

MINUTES
REEDLEY AIRPORT COMMISSION MEETING
Thursday, November 17, 2022 at 4:00 p.m.

1. **CALL TO ORDER**
A meeting of the Reedley Airport Commission was held at the Reedley Community Center, 100 N. East Avenue, Reedley, California and called to order by Carl Smith at 04:00 p.m.
2. **ROLL CALL AND INTRODUCTION OF GUESTS**
 - A. Commissioners Present: Carl Smith, Chairperson; Butch Agrifoglio; Vice Chairperson; Anthony Jewell, Matt Cochran (arrived at 5:05pm),
 - B. Absent: Joseph Oldham, Kayla Cheney; Administrative Assistant
 - C. Staff Present: Sarah Reid, Airport Manager
3. **APPROVAL OF MINUTES**
 - A. Motion by Commissioner Agrifoglio, seconded by Commissioner Jewell to approve the July 14, 2022 Airport Commission minutes. Motion carried.
4. **PUBLIC DISCUSSION - None**
5. **NEW BUSINESS**
 - A. **Airport Capital Improvement Plan (ACIP) 2023-2027** – Reid reminded the Commission that the airport receives entitlement funding from the FAA every year, as well as infrastructure money through the bill that was passed at the federal level. Some adjustments have been made to the Airport Capital Improvement Plan (ACIP). The FAA signed off on the above ground fuel tank project, December 13, staff will take forward to the City Council a grant application asking to begin the design work next fiscal year. In 2020 the airport layout plan expired, which needs to be updated. Reid shared the airport layout plan is to cover what projects need to happen within the next 10 years. Motion by Commissioner Jewell, Seconded by Commissioner Cochran to move forward with the revised ACIP plan for the next 7 years.
 - B. **Pavement Maintenance and Management Plan (PMMP)** – Reid shared the Pavement Maintenance and Management Plan (PMMP) is complete. The runway and taxiway are in good shape, however the apron area, transient area need pavement maintenance.
 - C. **Gate Cards** – Reid shared since she has overseen the airport two situations have come up that Reid wants to bring attention to the Commissioners. One being, someone came to check out a gate card who would act as the transport for a packing house nearby, picking and dropping customers up. The second situation an individual wanted a gate card to fly his paramotor. Neither of these individuals have an agreement nor displayed their certificate of insurance. Reid shared she is wanting a specific process for the individuals that can check out airport gate cards. Commissioner Smith stated only airport tenants and employees should be the only ones receiving gate cards, Commissioner Agrifoglio agreed. Moving forward gate cards will only be checked out to tenants and employees. The previous gate keys receipts staff will go through to clean up gate keys that should be shut off.
6. **AIRPORT MANAGER REPORT**
 - A. Capital Improvements – Underway, hopefully will be complete in December
 - B. Weed Control – Pre-emergent was put down right before the rain, to keep the weeds down and under control

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- C. Landscaping/Parking – None
- D. Public Relations/Airport Promotion – The RC Event will be underway soon
- E. BMX Track – Paul Huebert may help clean up the windsock area
- F. Hangar Vacancies – None
- G. Electric Planes/Charging Station – None

7. **ADJOURNMENT**

As there was no further business to discuss, it was moved by Commissioner Jewell, seconded by Commissioner Cochran to adjourn at 5:15 p.m.

Carl Smith, Chairperson

Sarah Reid, Airport Manager

Kayla Cheney, Administrative Assistant