

**COUNTY OF PLUMAS  
AIRPORT LAND USE COMMISSION  
MEETING MINUTES**

**DATE:** June 15, 2022  
**TIME:** 1:00 P.M.

**LOCATION:** Planning & Building Services  
Conference Room  
555 Main Street, Quincy

[www.plumascountyplanningandbuilding.com](http://www.plumascountyplanningandbuilding.com)

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**Disability Accommodation Statement**



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**I. CALL TO ORDER**

**II. ROLL CALL**

**Present: Ron Matlock, Jon Kennedy, Todd Roberts, Herb Bishop (arrived at 1:19 pm), Matthew Samuelson**

**Also in attendance:**

Tracey Ferguson, Planning Director

Tim Evans, Senior Planner

JD Moore, Facility Services Director/Airports Manager

Gretchen Stuhr, County Counsel

Josh Brechtel, Deputy County Counsel

**III. REVIEW AND APPROVAL OF AGENDA**

No changes are made to the agenda.

**IV. REVIEW AND APPROVAL OF MINUTES**

***Motion:*** Approval of Meeting Minutes of April 20, 2022,

***Moved by*** Jon Kennedy, ***Seconded by*** Matthew Samuelson.

***Vote:*** Motion carried.

***Yes:*** Matlock, Kennedy, Roberts, Samuelson

***Absent:*** Bishop

**V. INTRODUCTIONS**

Commissioner Todd Roberts introduced himself and gave background that he works at the Building Department for the City of Portola.

**VI. PUBLIC COMMENT OPPORTUNITY**

*At this time, the public has the opportunity to address the Commission concerning any item of interest not listed on this agenda. The Commission may not discuss or take any action on any item presented during the public comment period that is not on the agenda. The Commission may briefly respond to statements made or questions posed by members of the public. Upon recognition by the Chairman, please state your name, address, and subject matter. Discussion of any non-agenda items will be limited to three (3) minutes or such reasonable time as is granted by the majority of the Commission.*

Bill Powers provided a letter going before the Board of Supervisors, which spoke to addressing fire suppression and response and provided suggestions to the Board of Supervisors concerning helping fire suppression and response.

Powers also mentioned that he and John Williamson authored the letter, they were both firefighters, spotting six (6) to seven (7) miles ahead in Dixie Fire has never been seen in past fires, an extension of the runways at Nervino and Rogers would give some help to advance the initial response to fires, and the Forest Service is planning an extension on the north side of Nervino runway.

**VII. DISCUSSION: APPOINTMENT OF VACANT POSITION FOR BOARD OF SUPERVISORS' APPOINTEE**

Tracey Ferguson, Planning Director, informed the Commission that the Board of Supervisors appointed Gordon Bennie to the ALUC.

**VIII. DISCUSSION AND POSSIBLE ACTION: APPOINTMENT OF VACANT POSITION OF ALUC MEMBERS' APPOINTEE**

Tracey Ferguson, Planning Director, informed the Commission there were no additional applications submitted for the ALUC Members' Appointee and the only application received was from Shawn McKenzie.

***Motion:*** Appoint Shawn McKenzie to the Commission as the ALUC Members' Appointee,  
***Moved by*** Jon Kennedy, ***Seconded by*** Ron Matlock.

***Vote:*** Motion carried.

***Yes:*** Matlock, Kennedy, Roberts, Bishop, Samuelson

**IX. COMMISSION MEMBER COMMENT PERIOD**

***A. Chair's Report***

Commissioner Ron Matlock thanked staff for placing Item XIV, Airport Lease Agreement, on the agenda.

***B. Commissioners' Comments***

None.

**X. BOARD OF SUPERVISOR'S CORNER**

None.

**XI. TRAINING: BROWN ACT BY JOSH BRECHTEL, DEPUTY COUNTY COUNSEL**

Josh Brechtel, Deputy County Counsel, gave a Power Point presentation to the Commission concerning the Brown Act.

The presentation consisted of the following:

- Brief history of the Ralph M. Brown Act.
- Defined "Legislative Body"
- Defined "Meeting"
- Discussed the various types of meetings
- Discussed agendas for meetings subject to the Brown Act
- Public Comment
- Enforcement of the Brown Act

**XII. DISCUSSION AND POSSIBLE ACTION: PURSUANT TO ALUC POLICIES, RULES, AND REGULATIONS**

***A. Confirm Commissioner Proxy Appointments***

***Motion:*** Confirm Brendan Herbert, Phil Sih, and Susan Scarlett as the proxy appointments for Herb Bishop, Matt Samuelson, and Jon Kennedy, respectively,

***Moved by*** Todd Roberts, ***Seconded by*** Herb Bishop.

***Vote:*** Motion carried.

***Yes:*** Matlock, Kennedy, Roberts, Bishop, Samuelson

***B. Commissioner mileage reimbursement for meeting attendance***

Tracey Ferguson, Planning Director, informed the Commission that a form was provided in their packets to fill out with their addresses and return to Tim Evans, Senior Planner/Clerk of the ALUC. Ferguson went on further to state the purpose of the form is to get the mailing addresses for the Auditor's Office to send the mileage reimbursement checks.

### **XIII. DISCUSSION: ALUC REVIEW**

#### **A. ALUC Response to California Department of Transportation, Office of Community & Regional Planning Letter Dated April 7, 2022 with Caltrans Aeronautics Comments**

Tracey Ferguson, Planning Director, stated staff felt it was important to respond to the letter from the California Department of Transportation, so staff prepared a letter to present at the prior ALUC meeting, which ended up being cancelled. Ferguson went over the letter explaining the purpose of the letter is to report that we are looking at updating the Airport Land Use Compatibility Plans.

Ferguson concluded, and the Commission agreed, that due to the letter being prepared and dated for the previous ALUC meeting, which was cancelled, the letter needs updating. Therefore, staff will update the letter, as well as make any additional changes, and will provide the letter at the next meeting for action by the Commission.

#### **B. Airport Land Use Compatibility Plans Comprehensive Review and Update Process**

Ferguson began the discussion by informing the Commission of the following:

1. The current Airport Land Use Compatibility Plans (Plans) are based on the 2002 California Airport Land Use Planning Handbook and the Plans need to be updated to the 2011 California Airport Land Use Planning Handbook.
2. The update is comprehensive and will be collaborative amongst staff and the Commission.
3. The update will likely take approximately one (1) year to complete.
4. The Plans and the Plumas County 2035 General Plan need to be consistent.

Commissioner Herb Bishop commented that the development of the current Plans took eight (8) years.

Ferguson noted there is a template that could be used to guide the development of the Plans and that the general process for the Plans would include an environmental document being prepared and sent out for review by other agencies, as well as a noticed public hearing.

There was question amongst Planning staff and JD Moore, Facility Services Director/ Airport Manager, as to whether anyone was aware of the "Master Airport Plan." Moore stated he would reach out to Brandley Engineering for any "Master Airport Plan" documentation. Planning staff stated they would review the Planning Department's records for a "Master Airport Plan."

Discussion between staff and the Commission ensued regarding which Plan to address first for the update of the Plans. Commissioner Herb Bishop suggested starting with Nervino Airport. The Commission agreed to start with the Nervino Airport Land Use Compatibility Plan.

Staff stated a draft plan/template for Nervino Airport would be brought to the Commission at the next meeting.

**XIV. AIRPORT LEASE AGREEMENT**

Commissioner Ron Matlock introduced the agenda item and explained the lease agreements are not being signed at Nervino because they are 'out of line' and mentioned an example lease agreement from Modoc County, which is 8 pages in length compared to the Plumas County lease agreement at 28 pages.

Gretchen Stuhr, County Counsel, explained that she revised the lease agreement this year based on comments she previously received.

Commissioner Ron Matlock described the difficulty to obtain an insurance policy of \$1 million as required in the lease agreement and stated he would like the lease agreements brought up to the Board of Supervisors.

Stuhr informed Commissioner Ron Matlock that the County has addressed the concerns within reason that she's been made aware of and the Board of Supervisors will have the lease agreement before them on the June 21, 2022 agenda.

The discussion concluded with Tracey Ferguson, Planning Director, informing the Commission that staff would obtain a copy of the lease agreement and send it to them in the coming week.

**XV. FUTURE AGENDA ITEMS**

*A. Almanor Recreation and Park District projects in the vicinity of Rogers Field*

Tracey Ferguson, Planning Director, informed the Commission there was no update on Almanor Recreation and Park District projects.

*B. Commissioners' site visits to Rogers Field, Gansner Airport, and Nervino Airport*

Commissioner Ron Matlock stated he would like to have a site visit at Nervino as soon as possible and that staff and the Commission should attend together.

Ferguson stated staff begin working on scheduling a site visit to Nervino Airport for a few days prior to the next meeting on July 20, 2022.

*C. Proposed improvements and expansions at Nervino Airport*

Ferguson stated the Board of Supervisors will have Bill Powers' letter before them at the next Board of Supervisors meeting and it could also be agenized at a subsequent Airport Land Use Commission meeting for discussion.

*D. Federal Aviation Administration (FAA) and Caltrans funding*

Ferguson and JD Moore, Facility Services Director/ Airport Manager, informed the Commission that any funding streams/updates will be given as they come along.

**XVI. ADJOURNMENT**

***Motion:*** Adjournment to the meeting scheduled for July 20, 2022,

***Moved by*** Herb Bishop, ***Seconded by*** Matthew Samuelson.

***Vote:*** Motion carried.

***Yes:*** Matlock, Kennedy, Roberts, Bishop, Samuelson