

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

**DATE:** October 19, 2022  
**TIME:** 1:00 P.M.

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

**STANDING ORDERS**

Due to the Coronavirus disease (COVID-19) Public Health Emergency, dated March 16, 2020, the County of Plumas is making several changes related to meetings to protect the public's health and prevent the disease from spreading locally. The Plumas County Health Officer Recommendation Regarding Teleconferencing, issued on September 30, 2021, recommends local legislative bodies, such as commissions, committees, boards, and councils, hold public meetings with teleconferencing as authorized by Government Code section 54953 (e).

Pursuant to Government Code section 54953 (e) and to maintain the orderly conduct of the meeting, the County of Plumas members of the Airport Land Use Commission may attend the meeting via teleconference or phone conference and participate in the meeting to the same extent as if they were physically present. Due to Government Code section 54953(e), the Planning & Building Conference Room, where the Airport Land Use Commission meets, will be open to the public but subject to state or federal social distancing or masking requirements, if applicable. It is strongly recommended that individuals attending meetings wear masks.

**THE PUBLIC MAY ALSO PARTICIPATE VIRTUALLY AS FOLLOWS**

**Virtual Meeting / View and Verbal Public Comment Opportunity:**

Members of the public who wish to watch live and provide public comment on any item on the agenda can join via the following link:

[Click here to join the meeting](#)

Meeting ID: 229 879 044 204

Call in: 1-469-262-1742

Conference Phone ID: 199 702 886#

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**REASONABLE ACCOMMODATIONS**



*In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Airport Land Use Commission Clerk at 530-283-6207. Notification 72 hours prior to the meeting will enable the County to make reasonable accommodations to ensure accessibility. Auxiliary aids and services are available for persons with disabilities.*

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**I. CALL TO ORDER**

**II. ROLL CALL**

**Present:** Ron Matlock, Gordon Bennie, Jon Kennedy, Todd Roberts, Shawn McKenzie,

**Absent:** Matthew Samuelson

**Also in attendance:**

Tracey Ferguson, Planning Director

Tim Evans, Senior Planner

JD Moore, Facility Services Director/Airports Manager

Matthew Friedman, Office Chief, Office of Aviation Planning, Caltrans Division of Aeronautics

Gabbie Sefranek, Associate Transportation Planner, Office of Aviation Planning, Caltrans Division of Aeronautics

### **III. REVIEW AND APPROVAL OF AGENDA**

***Motion:*** Approval of October 19, 2022 Agenda,

***Moved by*** Shawn McKenzie, ***Seconded by*** Gordon Bennie.

***Vote:*** Motion carried.

***Yes:*** Matlock, Bennie, Kennedy, Roberts, McKenzie

***Absent:*** Samuelson

### **IV. REVIEW AND APPROVAL OF MINUTES**

- A. *Approval of Meeting Minutes of August 17, 2022 (Note, there are no meeting minutes for the special meeting (site visit) at Gansner Airport as no quorum was established and no meeting was held) (Note, the September 21, 2022 ALUC Meeting was cancelled)*

***Motion:*** Approval of Meeting Minutes of August 17, 2022,

***Moved by*** Gordon Bennie, ***Seconded by*** Ron Matlock.

***Vote:*** Motion carried.

***Yes:*** Matlock, Bennie, Kennedy, Roberts, McKenzie

***Absent:*** Samuelson

### **V. INTRODUCTIONS**

*Matthew Friedman, Office Chief, Office of Aviation Planning, Caltrans Division of Aeronautics, introduced himself and stated he would be assisting Gabbie Sefranek, Associate Transportation Planner, Office of Aviation Planning, Caltrans Division of Aeronautics, with the presentation to the Airport Land Use Commission concerning Airport Land Use Compatibility Plans.*

*Gabbie Sefranek, Associate Transportation Planner, Office of Aviation Planning, Caltrans Division of Aeronautics, introduced herself and stated she would be giving the presentation to the Airport Land Use Commission concerning Airport Land Use Compatibility Plans.*

### **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.*

*No Public Comment.*

### **VII. COMMISSION MEMBER COMMENT PERIOD**

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

*Commissioner Ron Matlock commented on the state of the pilot's lounge (lounge) at Nervino Airport stating Plumas County Facility Services made improvements to the lounge, the lounge looks great, and Mr. Nervino was impressed with the lounge.*

#### **B. Commissioners' Comments**

*Commissioner Gordon Bennie stated it is important to obtain a quorum to do the site visit to Roger Field.*

### **VIII. BOARD OF SUPERVISOR'S CORNER**

*Opportunity for County Supervisors to address issues related to ALUC.*

*No County Supervisors present, and no issues presented related to the ALUC.*

### **IX. COUNTY STAFF CORNER**

#### **A. Airport Managers' Appointee Commissioner Vacancy Application**

*Tracey Ferguson, Planning Director, stated that an application has been received from Brendan Herbert to be Airport Manager of Nervino Airport and he also applied for the*

*ALUC vacancy. Ferguson went on further to state the appointment of Brendan Herbert would go before the Board of Supervisors to confirm the appointment of Brendan Herbert by JD Moore, Facility Services Director/Airports Manager, to the ALUC.*

*Commissioner Gordon Bennie questioned if Brendan Herbert being on the ALUC and being the Airport Manager at Nervino is a conflict of interest. Commissioner Jon Kennedy stated there would not be a conflict of interest as Brendan Herbert's duties as an Airport Manager and a Commissioner on the ALUC are separate.*

B. *Nervino Airport Manager appointment (0.625 FTE) of Brendan Herbert and authorization of employment agreement by Board of Supervisors (September 13, 2022) – Exhibit A (Scope of Work)*

*Ferguson noted that Planning staff provided Exhibit A (Scope of Work) for awareness to the ALUC.*

C. *County of Plumas Airport Land Lease Agreement – September 6, 2022 Board of Supervisors Meeting Public Comment*

*Ferguson stated the airport land lease agreement (agreement) went before the Board of Supervisors (Board) on September 6, 2022, in which the Board received feedback from the public on the agreement and further negotiations with County Counsel were requested by the public.*

*Commissioner Ron Matlock informed the ALUC and Planning staff that further negotiations occurred with County Counsel and changes to the agreement are ongoing.*

*Ferguson noted that Planning staff would follow up with County Counsel on the additional negotiations.*

**X. PRESENTATION: Caltrans Division of Aeronautics (Gabbie Sefranek, Associate Transportation Planner)**

*Presentation given by Gabbie Sefranek, Associate Transportation Planner, and Matthew Friedman, Office Chief, Caltrans Division of Aeronautics (Division), with the following points:*

- *Overview of the Caltrans Division of Aeronautics*
- *Key Objectives of the Division*
- *State Aeronautics Act*
- *California Airport Land Use Planning Handbook*
- *California Airport Land Use Planning Handbook Authority*
- *Airport Land Use Commission (ALUC)*
- *ALUC Responsibilities*
- *Airport Land Use Compatibility Plans (ALUCP)*
- *Compatibility Planning:*
  - *Overflight*
  - *Airspace Protection*
  - *Noise*
  - *Safety*
- *Overrules of ALUC Determinations*
- *Threats to Airports/Aviation*
- *Grants and Loans*
- *Resources for ALUC*

*Commissioner Gordon Bennie inquired with Sefranek and Friedman about how to decide whether a conventional runway is not required (e.g., Stol aircraft) and the number of years*

*into the future the ALUCP should take into account (e.g., 25 years).*

*Commissioner Shawn McKenzie commented that the ALUC has a lot to consider in relation to the types of aircraft that can utilize the airports.*

*Friedman explained a situation in San Jose where Geographic Information System (GIS) tools and exiting data sets were used to do constraint mapping and account for new technology.*

*Ferguson bridged the conversation by mentioning the expansion of the airport runways would allow for larger aircraft to bring more cargo, etc., and asking if Division staff knows of ALUCPs that account for the future. Sefranek responded that she has seen ALUCPs that account for the future and have future noise contours.*

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

**A. Confirm Commissioner Proxy Appointments**

*Upon receipt of the proxy forms from Commissioner Gordon Bennie and Commissioner Shawn McKenzie appointing other commissioners as their proxies, Ferguson stated Planning staff would discuss such appointments with County Counsel to ensure there would be no issues such as a 'daisy chain' and would be discussed further at the next regularly scheduled ALUC meeting.*

**XII. DISCUSSION AND POSSIBLE ACTION: Review and Update Airport Land Use Compatibility Plan – Rogers Field**

*Ferguson read aloud from Section G of the Rogers Field ALUCP that one runway is oriented at "16/34" and is 5,000 feet long, with an abandoned runway at oriented at "05/23."*

*Commissioner Shawn McKenzie explained that the abandoned runway is denoted on the pavement by an "X." Commissioner Gordon Bennie added that the "X" means the runway shall not be used.*

*Ferguson noted the runway elevations being 4,529 feet above means sea level (msl) for the airport reference point, 4,531 feet at the northerly end of the runway, and 4,510 feet msl at the southerly end of the runway.*

*Ferguson noted Section G(5) mentioned a "non-precision instrument approach." Commissioner Shawn McKenzie stated Rogers Field has an instrument approach, but it's private. He went on further to explain that the owner of the instrument approach must give permission to use the instrument approach and the owner is liable for those who use the instrument approach.*

**XIII. DISCUSSION AND POSSIBLE ACTION: Set date for Commissioners' site visit to Rogers Field**

*Commissioner Shawn McKenzie suggested having the next regularly scheduled ALUC meeting (November 16, 2022) and the site visit to Rogers Field. The decision was made by the Commissioners and Planning staff to have the site visit to Rogers Field after the regularly scheduled ALUC meeting on November 16, 2022.*

**XIV. FUTURE AGENDA ITEMS**

- A. Almanor Recreation and Park District projects in the vicinity of Rogers Field
- B. Proposed improvements and expansions at Nervino Airport and Rogers Field
- C. Federal Aviation Administration (FAA) and Caltrans funding
- D. Invite Brandley Engineering Plumas County airport consultant

*Ferguson stated Planning staff did not have any updates for Item A, B, C, or D.*

**XV. ADJOURNMENT**

A. *Next regularly scheduled meeting of November 16, 2022*

***Motion:*** *Adjournment to the regularly scheduled meeting of November 16, 2022*

***Moved by*** *Ron Matlock, Seconded by Gordon Bennie.*

***Vote:*** *Motion carried.*

***Yes:*** *Matlock, Bennie, Kennedy, Roberts, McKenzie*

***Absent:*** *Samuelson*