



**AIRPORT COMMISSION AGENDA  
SPECIAL MEETING  
City Council Chamber  
421 Main Street  
Chico, CA 95928  
March 30, 2021  
10:00 a.m.**

**COPIES OF THIS AGENDA  
ARE AVAILABLE FOR  
REVIEW IN THE:**

Airport Manager's Office  
150 Airpark Blvd., Suite 110  
Chico, CA 95973  
(530) 896-7216

Agenda available online at:  
[www.ci.chico.ca.us](http://www.ci.chico.ca.us)

**AIRPORT COMMISSION**

Mike Antolock, Chair  
Martin Nichols, Vice-Chair  
BT Chapman  
Linda MacMichael  
Thomas Nolan-Gosling

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**PUBLIC PARTICIPATION:**

This meeting is conducted in accordance with the Governor's Executive Order N-29-20. Members of the public may virtually attend the meeting by using the City's Zoom platform. **This meeting will not be televised.**

*Emailed public comments will be accepted with the subject line **PUBLIC COMMENT ITEM \_\_\_\_\_, sent to [airportpubliccomments@chicoca.gov](mailto:airportpubliccomments@chicoca.gov)** during the meeting prior to the close of public comment on an item. The public is encouraged not to send more than one email per item and not to comment on numerous items in one email. For any emails received during the meeting, the names of the people submitting the email will be read, but not the email itself. However, emails will become part of the public record and available to the public for review after the meeting.*

**Zoom** public participants may use the following information to remotely view and participate in the Bidwell Park & Playground Commission meeting online:

Event Name: **AIRPORT COMMISSION SPECIAL MEETING 3-30-2021**

Date/Time: Tuesday, March 30, 2021 at 10:00 a.m.

Event URL: <https://zoom.us/j/95451465098?pwd=VUVERIErTEhJaXgwTnhJRmF6ZUp2Zz09>

Event #: 954 5146 5098

Password: 820843

Call-in Number: 1-669-900-6833 or 1-877-853-5247 Call-in Password: 820843

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## **SPEAKER ANNOUNCEMENT**

**NOTE:** Citizens and other interested parties are encouraged to participate in the public process and will be invited to address the Commission regarding each item on the agenda.

### **Instructions for Using Zoom:**

- Join the meeting using the link above.
- You must have audio and microphone capabilities on the device you are using to join the meeting.
- When you join the meeting make sure that you join the meeting with audio and follow the prompts to test your speaker & microphone prior to joining the meeting.

### **To Speak on An Item Using Zoom:**

- The Chair will call the item and staff will begin the staff report.
  - Click on the Raise Hand icon if you would like to speak on the item after the Chair opens the public comment period for the item. The Meeting Host will call your name when it is your turn to speak.
  - When your name is called, you will be prompted to unmute yourself.
  - When your time is up, you will be muted.
  - You will repeat this process for each item you want to speak on.
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## 1. **SPECIAL AIRPORT COMMISSION MEETING**

### 1.1 **CALL TO ORDER**

### 1.2 **PLEDGE OF ALLEGIANCE**

### 1.3 **ROLL CALL**

## 2. **SPECIAL AGENDA**

### 2.1 **CONFIRMATION OF AIRPORT MANAGER**

The Public Works Director – Operations & Maintenance is requesting the Commission confirm the appointment of Tom Bahr as the Airport Manager.

**Recommendation:** The Public Works Director – O&M recommends the Airport Commission confirm the City Manager’s recommendation to hire Thomas Bahr as the City of Chico Airport Manager.

## 5. **ADJOURNMENT**

Adjourn to a Regular Airport Commission meeting on April 27, 2021 at 6:00 p.m. in the City Council Chamber located at 421 Main Street, Chico, CA.



Please contact the Airport Manager's Office at (530) 896-7216 if you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation to participate in a meeting. This request should be received at least three working days prior to the meeting to accommodate your request.

**POSTED: 3/26/2021**



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## Airport Commission Agenda Report

Meeting Date: 3/30/2021

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TO: Airport Commission

FROM: Erik Gustafson, Public Works Director – Operations and Maintenance

RE: CONFIRMATION OF AIRPORT MANAGER

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### REPORT IN BRIEF:

In 2020, the City contracted with ADK Consulting and Executive Search to launch an airport manager recruitment. A Nation-wide recruitment yielded positive results with a robust candidate field. In late May a City-wide hiring freeze was initiated due to economic uncertainty surrounding the COVID 19 pandemic. The Airport Manager position has been released from the hiring freeze and staff are recommending hiring Thomas Bahr as our next Airport Manager.

**Recommendation:** The Public Works Director O&M recommends the Airport Commission confirm the City Manager's recommendation to hire Thomas Bahr as the City of Chico Airport Manager.

### FISCAL IMPACT:

Starting salary is step-G (\$45.20 per hr.) on the 14-step salary schedule. Step-G equals \$94,016 annually.

### BACKGROUND:

On February 12<sup>th</sup>, 2020 the City entered into an agreement with ADK Consulting and Executive Search to launch a recruitment for the upcoming Airport Manager vacancy in May of 2020. The City's Airport Manager at the time, Sherry Miller, announced her retirement effective May 1<sup>st</sup>, 2020.

In mid-February ADK launched the National recruitment for the Airport Manager position with a thirty-day term. In mid-March the City learned we were successfully awarded a SCASDP grant for air service development. Staff requested ADK update the job announcement and flyer to include our SCASDP award and extend the recruitment to April 5<sup>th</sup>. ADK closed our recruitment and narrowed the candidate pool to eight individuals based on experience and education. The narrowed candidate pool was invited to participate in the first round of interviews.

The first round of interviews was held on April 27<sup>th</sup>, 2020 and the candidate pool was narrowed to four applicants. The second round of interviews was held on May 14<sup>th</sup> and a top tier candidate pool was selected with only several applicants. Soon after the second round of interviews the City Manager initiated a hiring freeze due to the unknown economic impact of the COVID 19 pandemic. The Airport Manager position was included in the City-wide hiring freeze and has only recently released in late January 2021.

### DISCUSSION:

Since the position is now removed from the hiring freeze, Executive Staff submitted an offer to Thomas Bahr (Tom) to fill the position as our next Airport Manager. Tom Bahr accepted the position and is currently in the onboarding process with an expected start date of April 12<sup>th</sup>, 2021.

Tom currently manages Show Low Regional Airport in Arizona which is Part 139 with commercial air service. Tom has over nine years of industry experience that includes grant writing, procurement, AIP projects, Part 139 requirements, air service development, airfield maintenance, public outreach, lease management, and FBO management. Prior to becoming an Airport Manager Tom served as the Assistant Manager for Diamond Flight Center in Spanish Fork, Utah where his responsibilities included running the FBO, financial management, supervised staff, airport ramp management, fleet management, project management, and sales. Tom is also an Adjunct Professor of Aviation at Utah Valley University and teaches courses in aviation history, meteorology, physics of flight, private piloting, airport management, and aviation law.

Tom is a pilot and holds a commercial pilot certification along with an advanced pilot ground instructor certification. Tom has a Bachelor of Science in Biology along with an MPA focused in Aviation Management from the University of Nebraska. Amongst his accomplishments Tom is also an Eagle Scout and enjoys time outdoors. Tom is looking forward to taking Chico's Airport to the next level and is excited to move his family to Chico.

Per City Charter section 1007.1, the Airport Commission has the power to confirm the appointment of the Airport Manager made by the City Manager. The City Manager has the power and authority from City Council to hire staff and has delegated the Airport Manager recruitment to the Public Works O&M Director. The Airport Manager will report directly to the Public Works O&M Director.

Prepared By:



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Erik Gustafson, Public Works Director-O&M

**DISTRIBUTION:**

City Clerk (3)