

SONOMA COUNTY  
AVIATION COMMISSION  
Minutes of the November 15, 2018 Meeting

**CALL TO ORDER:** Young called the meeting to order at 8:00 a.m.

**COMMISSIONERS PRESENT:** Carrillo, Delaney, Hayssen, McCord, Starrett and Young.

**APPROVAL OF MINUTES:** *Delaney moved with support from McCord to approve the October 2018 Aviation Commission Minutes. All Ayes. Motion Carried.*

**ASSISTANT AIRPORT MANAGER'S REPORT**

**A. Complaint Update**

Stout reported that there were 13 aircraft related complaints and 2 general complaints since the last Commission meeting in October. In October 2018 there were 16 aircraft related complaints compared to 13 in 2017, an increase of 23%. Year to date there were 152 aircraft related complaints compared to 503 in 2017, a decrease of 69.8%. There were 5 general complaints in October 2018 compared to 2 in 2017. Year to date there were 30 general complaints compared to 54 in 2017, a decrease of 44.4%.

1. Terri Benjamin – low helicopter overflight
2. Pam Bates – low helicopter overflight
3. Steve Vargas – low helicopter overflight
4. Beth Link – low helicopter overflight
5. E. Amadei – low helicopter overflight
6. Ken Litzie – low helicopter overflight
7. Kim Schwarzenberg – low helicopter overflight
8. Jack Carpenter – low helicopter overflight
9. Ken Knox – low jet overflight
10. Cody Andrade – low helicopter overflight
11. Richie Ricai – low helicopter overflight
12. Scott Griffin – loud, low jet overflight
13. Sandra McCollum – chem trails

**B. Tower Report/Update**

Stout reported that the FAA website is down so that the operations report for September is not available at this time.

Tower Manager, Craig Lucas, reported that everything is running smoothly.

**C. Airline Update**

Stout reported that passenger numbers in October 2018 were 39,283 compared to 26,921 in October 2017, a 45.9% increase. The large increase is due to the impacts of the 2017 October fires. Year to date passenger numbers are 373,443 compared to 331,205 for 2017, an increase of 12.7%.

Stout met with Sun Country. The Minneapolis and Las Vegas flights have done well. This season's service ends on December 8, 2018; they do plan to resume service in 2019, possibly in April. They are evaluating service to Dallas.

Alaska Airlines does not plan to add flights. Since the changes in flight times affected load factors, they will work on adjusting flight times to better fit the market.

Stout reported that conference calls are to be scheduled in December with United and in January with American.

## D. Projects Update

- Parking Lot – the contractor is working on punch list items.
- Tent – TSA has finalized their plans; bids should go out in December.
- Terminal Expansion – the Airport submitted a supplemental grant application for \$20 million. Grant awards should be around February or March 2019.
- Construction Manager at Risk (CMAR) – there was an informational meeting on November 9. An RFQ will probably go out in December so that the contract can go to the Board of Supervisors in February or March 2019.
- Runway Painting – Daaboul reported that the center lines and lead off line for 14/32 have been repainted. The FAA is scheduled to do the annual certification inspection in January 2019.
- Crack Seal – Daaboul reported that work is scheduled for Saturday, November 17, to crack seal 2/20 and around the loop.
- Staff – 2 operations trainees have started; the third was scheduled to start this week, but turned down the position. There are 2 maintenance applicants in background. Rain Nambayan, Airport Security Clerk, was promoted to a position in another department. A senior office assistant will start on November 20 to take over that position. There is a second senior office assistant in background.
- Bird Control – a pilot project using deflectors to prevent birds from getting into hangars will be implemented on Apron E. It is solar powered. If it is effective, it will be used in the other hangar areas.
- Outdoor Lighting – pole lights are being upgraded to LED's and should be completed in 6 months. Hangar exterior security lights will be upgraded to LED's as they burn out.
- Security Badge Training – TSA approved the SIDA training video. Training is currently at the Airport Administration office. The Airport plans to offer both the training and test on-line. Badges will still be issued in the office. The Airport is also working on an on-line driver training video.
- PFC's – notices have been sent to the airlines regarding increasing PFC's; if approved by the airlines and the FAA, the increase would extend to 2026.
- Solar – the Airport received responses to the supplemental questions, and one company will move forward. An airspace review is necessary to resolve the glare issue for the tower.
- Office move – the administrative staff will be moving into one office. The space at 2280 will be consolidated with the current "Annex" office into one office. The move should be completed in March 2019.

## E. Runway Safety Action Team (RSAT) Update

A sample of the sign ordered for the run-up areas was provided to the Commission. Stout reported that the FAA still needs to approve pavement repainting.

## F. Runway Approaches

There are no updates on the approaches at this time.

## ACTION ITEMS

### A. Hangar Rate Plan

Stout summarized the discussion and recommendations from the October Commission meeting.

***Young moved with support from Hayssen to recommend to the Board of Supervisors a two year hangar rate plan with a 0% increase in July 2019 and a 3% increase in July 2020. The Aviation Commission will do a full hangar rate review in 2020. All Ayes. Motion Carried.***

## **DISCUSSION ITEMS**

### **A. FBO On-line Posting of Rates & Charges**

McCord stated that it would be helpful for pilots to be able to find FBO rates on-line and suggested that this be added to operating agreements as a requirement. Young explained that changing operating agreement requirements would require updating the Minimum Standards. Stout suggested approaching the FBO's directly with this suggestion.

## **NEW BUSINESS**

There was no new business at this time.

## **COMMISSION COMMENTS**

McCord reported that there will be a safety seminar on November 29 at the Sonoma County Office of Education (SCOE).

## **ADJOURN**

*McCord moved with support from Starrett to adjourn. All Ayes. Meeting adjourned at 9:00 a.m.*

Respectfully submitted,

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Jon Stout  
Airport Manager