

SONOMA COUNTY  
AVIATION COMMISSION  
Minutes of the March 21, 2019 Meeting

**CALL TO ORDER:** Young called the meeting to order at 8:03 a.m.

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

**APPROVAL OF MINUTES:** *McCord moved with support from Delaney to approve the February 21, 2019 Aviation Commission Minutes. Ayes: Delaney, McCord and Young; Abstained: Hayssen. Motion Carried.*

**AIRPORT MANAGER REPORT:**

**A. Complaint Update**

Stout reported that there were 11 aircraft-related complaints, 3 general complaints, and one compliment since the last Commission meeting in February.

1. Kimberly Sone – low overflight
2. Kelly Unk – loud overflights
3. Marsha Chevalier – loud, low overflights
4. David Griffin – loud, low overflights
5. Kimberly Sone – increased air traffic; loud, low overflight
6. Kelly G – loud overflight
7. John Unk – low overflight
8. Sylvia Ibarra – loud, low overflights
9. Barbara Wolfe – loud, low overflight
10. Barbara Wolfe – loud, low overflight

Stout reported that since Allegiant no longer flies out of STS, there are reduced number of noise complaints. In addition, the public is able to track air traffic using the Flight Aware on the Airport's website.

Stout stated that only January numbers for year-to-date report are available at this time and that the annual report will be available at the next meeting. In January there were six complaints compared to four in January 2018, an increase of 50%.

**B. Tower Report/Update**

Stout reported that January 2019 operations were 5,680 compared to 5,186 in 2018, a 13% increase.

Dave Sheber, Tower Supervisor, reported that one controller transferred to Law Vegas and that another trainee is scheduled to arrive soon.

FAA Tech Ops is working on cabling from the localizer building to the end of Runway 14 to install REILs. There is a meeting scheduled to discuss layout and environmental issues. Stout stated that the entire airfield is salamander habitat and that everything west of the main aprons is habitat. There will be a meeting with Tech Ops as to how this can be facilitated. The area is not wetlands, so the process for mitigation is fairly easy. It is a matter of calculating the impact and paying a fee.

**C. Airline Update**

Stout reported that the passenger numbers for February 2019 were 26,019 compared to 27,791 in 2018, a 6.4% decrease. There was a 23% reduction in total operations for February 2019. This reduction was due to United and American not operating on Saturdays in February, which had a big impact on passenger numbers. The load factors are still good for the airlines, although that does not show well on

this report. Stout stated that in February 2018, United had 156 total operations, and in February 2019 they had 48 total operations which is a decrease of almost 70%.

McCord asked whether the load on the new Denver flight (which started March 8<sup>th</sup>) was strong. Stout responded that there is data only for the first week, but it was looking good. There was a large snow storm in Denver shortly after the service began, so there were a couple of days of cancellations. However, the launch was very well received, and it is a very popular flight.

Stout reported that American will start service to LAX on May 3, 2019 and service to Dallas on June 6, 2019. Sun Country will return on May 10, 2019 with service to Minneapolis. The fall schedule from Sun Country regarding Las Vegas has not been posted yet. There will be four flights a day for LAX once American starts that route.

#### **D. Projects Update**

- Tent expansion project – The bid documents have been completed and are with County Counsel for final review. Stout reported that an alternate delivery method is being used for the main terminal expansion wherein the contractor is hired during the design phase. This helps to reduce change orders because the subcontractors (HVAC and electrical) will be part of the team. The last piece of the Request for Proposals (RFP) is with Risk Management; however, the DBE and other parts are complete. The project will be on the street in about a month after that.
- Software project – This will be an extremely helpful system. There will be portals, so people can see their account and pay online which will be more user friendly. The RFP is nearing completion and should be released in the next few weeks.
- Solar project for the parking lot – The negotiations have been completed with the vendor and the contract is now being reviewed by County Counsel. The contract should go to the Board of Supervisors for approval in May 2019. The system will be capable of generating more power than the Airport needs, so the Airport will be able to sell power to the County jail. The rate is locked in at 12.5 cents for the next 20 years.
- Hangar electrical repair and maintenance project – This is now a construction bid instead of a Professional Services Agreement in order to follow California contract law. It will be going out to bid soon. The Hangar Assessment Survey identified items as critical, and all of the identified items in that report are part of the bid. It includes a three-year preventive maintenance component.
- Airfield painting – Daaboul stated that Operations staff has started painting the new Alpha sign on Alpha Taxiway for identification.
- Hangar roof repair – The goal is to get two roofs painted this summer. There are currently two maintenance staff with Extra Help being hired soon. Purchase of a boom lift is also in process.
- Pigeon problem – This problem has decreased due to scare devices which appear to be working. More devices will be installed to provide full coverage.
- Reinforcement on airline ramp project – Spot 2 started showing failures where the main wheels are parked, so concrete pads for the mains are being installed. This project starts in a week and a half and should be done around May 1, 2019.
- Office move project – There has been a delay on the electrician and IT cabling. There was some difficulty getting additional bids, but the move into the new space should be around June 2019.
- Weed control – Stout reported that there was coordination with the road yard because they have a weed-spraying truck. They sprayed the 15-foot shoulders around the entire Airport and sprayed Apron E with pre-emergent and weed killer.
- Staff Introduction – Adam Borovkoff introduced one new Airport administrative staff: Jane Loyd, Senior Office Assistant. Interviews have been completed for the last Operations position,

and they are now in background check. Every vacant position will be filled in about four weeks, and the Airport will be at full staffing levels for the first time in about two years.

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

Daaboul reported that the enhanced painting by the Runway 20 approach on Taxiway A was put on hold until the FAA advisory circular comes out, which is still being finalized.

Sheber reported on one runway incursion wherein there was confusion due to signage.

Hayssen reported that the revised date for the RSAT special meeting is on June 27th. He and McCord will participate on this. There will be a Pilot Information meeting the night before. They will advertise it as much as possible by posting it to the website and informing flight schools and pilot organizations.

Stout reported on potential changes to the advisory circulars containing ideas related to geometry changes. The contract with Mead & Hunt was approved by the Board of Supervisors two weeks ago regarding the ALP update. There will be a kick-off meeting in the next two weeks for the ALP update which includes the airfield geometry review.

#### **F. Runway Approaches**

Stout reported that he is meeting with Mead & Hunt in order to get a formal application to change the runway 14 approach.

Hayssen stated that a straight-in approach for runway 14 is sorely needed.

Young stated that if there are enough reports about the angle causing confusion, it will show that there is a potential problem.

Sheber stated that there are a lot of positives with a straight-in approach. He added that approach lights could be installed which could not be done with an offset approach.

#### **G. FAA Inspection**

This was covered at the last meeting and should have been removed from the agenda.

#### **H. Disaster Air Relief Team (DART)**

Stout explained that the Disaster Air Relief Team (DART) is in the process of forming to assist in the event of an emergency (Highway 101 being shut down, for example), volunteer pilots can provide logistical support for passengers, emergency supplies and emergency staff. The Airport is part of the steering committee to assist DART in setting up a structure in the North Bay. Emergency Services currently works with HAM radio operators.

Daaboul reported that the team is scheduled to participate in the emergency tabletop exercise on April 17, 2019. They are trying to incorporate the Incident Command System (ICS) structure into the DART organization.

### **ACTION ITEMS**

#### **A. Consolidated Facility Charges (CFCs)**

Stout provided an overview of the CFCs and what they are to be used for relating to rental car operations. CFCs are to be included with the annual Board of Supervisors Consolidated Fee hearing on May 14, 2019. The CFC is very similar to the PFCs which is the Passenger Facility Charge charged on tickets; the only difference is that this is charged on rental cars and rental car facilities. State law has two methodologies in which these fees can be charged: the first is a \$10 transaction fee, and the second is a maximum fee of \$9 a day – not to exceed five days. The fee should be implemented in July 2019 which will start building up funds to start design efforts. \$10 a day generates an estimated \$380,000 a year.

Young reiterated that the only issue being voted on is implementing the charge, not the layout design.

*McCord moved with support from Delaney* to recommend to the Board of Supervisors the Consolidated Facility Charges (CFCs). *All Ayes. Motion Carried.*

### **B. Airport Rates & Charges FY 19/20**

Stout reported that there is a proposed Resolution and a spreadsheet with all of the proposed changes in their handouts. There are no changes to hangar rates other than some typos. The Butler building was sold to Pacific Coast Air Museum, so the Butler building charges were deleted.

Stout mentioned that there will be one change regarding commercial vehicle operators. In consideration are Radio Frequency Identification (RFID) tags and readers in order to better track ground vehicles. Tags would be placed on each vehicle as well as a reader that would count them. It is planned to start with the taxicabs to see if this system works.

The proposed increase to badge penalties was discussed. There was some concern about the weighting of the charges. It was suggested to take a look at that in the future. The ones that would increase are the ones that happen more frequently than others. Those would be increased first with a re-evaluation done on the others later on to ensure that the penalty matches the severity of the offense.

*Hayssen moved with support from Delaney* to recommend to the Board of Supervisors the Consolidated Facility Charges (CFCs). *All Ayes. Motion Carried.*

## **DISCUSSION ITEMS**

### **A. Corporate Yard and NCDF**

Young introduced this item.

Stout reported that the rate is \$0.70 per square foot per year. The Corporation Yard is currently estimated at \$182,000 to \$187,000, for approximately 200,000 square feet. The agreement has been submitted with Public Works, and it just needs to be signed. They have been working on getting the budget finalized and are talking about offsetting our internal costs, starting with the new fiscal year.

All of the ownership information has been provided to the Sheriff who is reviewing that with County Counsel. They wanted time to review the deeds and the transfer. The estimated rent for NCDF is between \$600,000 and \$700,000 per year depending on the area needed.

### **B. Bike Racks**

Stout stated that Delaney had asked at the February 21, 2019 meeting that this item be added to this meeting's agenda. There was correspondence from a member of the bicycle community asking why the Airport does not have bike lockers. Investigation into this matter has shown that they are really expensive. It is rare when someone would bike to the Airport to fly away. Some employees might bike and since there are regular bike racks currently available, a true bike locker is not necessarily needed. The current racks are near the parking booth, so there is someone there all day. Grants with MTC are a possibility for which two versions of lockers could be considered. One is a "dumb" locker where a person would have their own lock. Another type is similar to what is at the SMART station which is app-controlled. The "dumb" locker is about \$8,000 for four; smart lockers are about \$19,000 for four. The grant would only pay about 20 percent - maybe less. After discussion, the Commission agreed that the lockers are not needed at this time.

## **NEW BUSINESS**

There was no new business at this time.

**PUBLIC COMMENTS**

Andrew MacLean, Rincon Valley Fire District retiree, reported that the RVFD will be replaced by the Sonoma County Fire District. Four agencies are consolidating.

Battalion Chief Mark Dunne will be the management team's lead person regarding the Airport. Dunne has been with Rincon Valley since 1991. He has been excellent on different projects over the years.

**COMMISSION COMMENTS**

Delaney reported that he and Young are going to visit the Airport Manager in San Luis Obispo to discuss how that Airport was changed into a department which reports directly to the Board of Supervisors, rather than a division of a department. Delaney and Young will review the consultant's report for San Luis Obispo and present a report at a later Commission meeting.

**ADJOURN**

*Delaney moved with support from Hayssen to adjourn. All Ayes. Meeting adjourned at 9:20 a.m.*

Respectfully submitted,



Jon Stout  
Airport Manager