

SONOMA COUNTY AVIATION COMMISSION

Minutes of the February 19, 2015 Meeting

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

COMMISSIONERS PRESENT: Carrillo, Hayssen, McCord, Smith, Starrett and Young.

APPROVAL OF MINUTES: *McCord moved with support from Starrett to approve the January 15, 2014 Aviation Commission Minutes. Young Abstained. 5 Ayes. Motion Carried.*

AIRPORT MANAGER'S REPORT

A. Complaint Update

Stout reported that there were 18 aircraft related complaints since the last Commission Meeting. There were 15 aircraft related complaints in January 2015 compared to 8 in January 2013, an 87.5% increase. There were 3 additional complaints due to parking, flight cancelations and security issues. The annual complaint summary is being prepared, and completion is anticipated by the next meeting.

1. Lois Casper – loud, low jet overflights
2. Joy Multern – frequent overflights
3. Marilee Baccich – frequent jet overflights
4. Marilee Baccich – frequent overflights
5. Paul-Andre Schabracq – loud, low jet overflights
6. Paul-Andre Schabracq – loud, low jet overflights
7. Manfred Meister – loud, low jet overflights
8. Manfred Meister – loud, low jet overflights
9. David Meeson – loud, low jet overflights
10. Andrew Pillet – increased air traffic
11. Ann Fitzgerald – helicopter circling over property
12. Robert Russell – frequent helicopter overflights
13. Joy Multern – frequent loud, low overflights
14. Marilee Baccich – frequent overflights
15. Lois Casper – increased air traffic

B. Tower Report/Update

Robin Greisen, Tower Manager, reported that the tower is waiting for new recruitments at this time. Greisen said that the tower will be working on pilot training on the ILS and LASHO.

Stout reported that there were 74,673 operations in 2014 compared to 79,999 in 2013, a 6.7% decrease. January activity numbers have not yet been reported.

Stout reported that the FAA published the UAV policies and that there is a 45-day public comment period.

Stout said that since radio controlled aircraft are classified as non-aeronautical, they can be prohibited from operating on an airport. Drones must have ATC permission to operate within 5 miles from a tower controlled airport.

C. Airline Update

Stout reported that there were 15,790 passengers in January 2015 compared to 15,703 in January 2014, a .6% increase. A second Seattle flight will be added in June to run through Labor Day, and a third LAX flight will be added in May, which might continue on a yearly basis.

Stout attended the Routes America Conference and reported that the Airport is on the “short lists” for American Airlines and Allegiant and that the meetings in general were very positive, although there are no letters of intent from any of the airlines. Allegiant is still reviewing the cost structure and has invited the Airport to participate at their conference in May 2015.

Stout said that United Airlines had met with the Santa Rosa Chamber and Keysight to discuss Sonoma County opportunities.

The Small Community Air Service grant will expire at the end of 2015 and those funds must be obligated by the end of the year and closed out within 3 months.

D. Projects Update

- Terminal remodel – Mead & Hunt is working on the cost estimates. The Airport plans to submit to the Board of Supervisors combined funding requests for the terminal remodel, ramp repaving and the parking lot improvements.
- Ramp repaving – the Airport will request a short term treasury note from the County to be reimbursed from FAA funding after the Runway Safety project has been paid.
- Apron “E” restroom – once the plans have been finalized, the restroom will be closed for approximately a week in order to replace the partitions, relocate the hot water heater and patch and paint the walls.
- Car wash – the new car wash has been ordered; a new fence has been installed; and the project should be complete in April 2015.
- Turnstile fence – a barrier to prevent anyone climbing the fence will be installed in order to meet TSA requirements for security to the airfield perimeter.

E. Runway Safety Project Update

Stout reported that the contractor has a few items to complete, which must wait until April 15, 2015. During March planting will be done in the relocated creek area.

Young reported that reflections from water ponding under the VASI could cause pilot confusion. Stout replied that there is a list of areas that have settled and need to be filled and levelled.

F. Employee Parking

Stout said that the new employee parking passes are being issued. The employee parking lot and rental car return lots will be reconfigured and switched in order to simplify and increase spaces for rental car returns. The inner loop in front of the terminal will be resigned. Improved signage will be installed in the short term parking lot indicating that the first 2 hours are free.

Stout added that parking rates will be increased in order to temporarily decrease demand until an additional lot can be built.

G. RFI – Shop Site

Stout reported that 4 responses were submitted to develop the existing shop site. In order to evaluate which response offers the best return for the Airport, a list of questions is being created, and the Airport will meet with each of the respondents.

I. Airport Neighbors Meeting

There will be an Airport Neighbors meeting on Wednesday, March 11, 2015 from 6:30 to 8:00 p.m. at the Mesa Beverage Co., Inc.

ACTION ITEMS

A. Hangar Lease Revision

The Commission reviewed and made comments on the final draft of the month-to-month Airport hangar lease and insurance exhibit. The Commission recommended modification on Exhibit "C" Insurance Requirements to say "to the extent commercially available". Young reported that the subcommittee suggested some minor changes, which were incorporated, and recommended approval by the Commission.

Young moved with support from Smith that the Aviation Commission recommend to the Board of Supervisors that the month-to-month aircraft hangar lease for County owned, non-commercial use, hangars be approved with the modification of the insurance exhibit. All Ayes. Motion Carried.

B. Airport Rates & Charges FY 15/16

Stout explained that the Airport budget is due in March necessitating early submission of the Rates and Charges for Fiscal Year 15/16. The Airport is still doing research on landing fees and other terminal charges. Stout explained that Secure Area (SA) Badge Administrative Remedies are a TSA requirement.

McCord and Hayssen said they understood that the 5-year Rates & Charges approved in 2014 included a 0% hangar rent increase in FY 15/16. The 2014 agenda packet and notes were reviewed and supported the Commission recommendation of a 0% hangar rent increase for FY15/16.

Stout reported that the hangar rate subcommittee had requested review of a few of the privately owned port-a-ports, since the charge per square foot of ground space did not appear to be equivalent. As a result the ground rents have been readjusted to charge the same amount per square foot.

Young moved with support from Hayssen to recommend to the Board of Supervisors approval of FY 15/16 rates and charges with the 5-year hangar rate schedule as approved by the Commission in 2014 including the adjustments for the privately owned port-a-port ground rents and other minor changes. All Ayes. Motion Carried.

DISCUSSION ITEMS

A. Airport Badging Forms

Stout requested Commission comments and suggestions to revise the letters sent to Authorized Signers for the yearly Authorized Signatory Training and Badge Audit. Airport staff has responded to tenant compliance issues by adjusting the time limit for completing these audits and adding a copy of the SA Badge Administrative Remedies to the audit letters and would like suggestions to encourage tenants to comply with the audit requirements.

After discussion, several Commissioners will provide additional more friendly suggestions to encourage compliance.

NEW BUSINESS

There was no new business at this time.

PUBLIC COMMENTS

There were no public comments at this time.

COMMISSION COMMENTS

McCord announced a pilot safety seminar will be held at the Sonoma County Office of Education (SCOE) on Thursday, February 26, 2015 at 7 p.m.

Young asked how the new hangar leases would be implemented when approved. Stout replied that new leases would be sent out by hangar groups with a cover letter. A draft of the cover letter will be provided to the Commission for its update before being sent out.

ADJOURN

McCord moved with support from Carrillo to adjourn. Meeting adjourned at 9:33 a.m.

Respectfully submitted,

Jon Stout, CAE, AAE
Airport Manager