

# SONOMA COUNTY AVIATION COMMISSION

Minutes of the January 16, 2014 Meeting

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

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

**APPROVAL OF MINUTES:** *Hayssen moved with support from Starrett to approve the December 2013 Aviation Commission Minutes. All Ayes. Motion Carried.*

## **AIRPORT MANAGER'S REPORT**

### **A. Complaint Update**

Stout reported that 5 complaints were received since the last meeting. There were a total of 194 complaints in 2013, reflecting a 38.3% increase over 2012.

12/24/2013	Virginia Symons	Santa Rosa	Acrobatic flight
12/31/2013	Beverly Shank	Santa Rosa	Helicopter circling
1/4/2014	David Griffen	Santa Rosa	Low overflight, noise
1/6/2014	Sandy Matthews	-	Increase air traffic
1/10/2014	Marilyn Stanley	Forestville	Low overflight

### **B. Tower Report/Update**

Stout reported November operations were 7,321, up 40.4% over 2012; year to date are at 72,200, down 2.1%.

Robin Greison, Tower Manager, reported that there are several newly certified controllers, which brings the total number to 7. Greison is setting up training on safety risk management, and the local runway safety action team meeting is scheduled for March 20, 2014.

### **C. Airline Update**

Stout reported that Alaska's December 2013 passenger numbers were 17,725, up 7.3% over 2012, making it the best December since the return of service. Total passenger numbers for 2013 were 227,998, up 6.6% over 2012. Airline operations increased 5%, which contributed to the increase in passenger numbers. The third LAX flight is scheduled to resume on May 5, 2014.

Stout and Jonathan Coe, Santa Rosa Chamber of Commerce, met with United in Chicago. United's policy is to not start service within 95 miles of an existing hub, and the traffic conditions in the Bay Area were part of the discussion. United requested information on the number of Sonoma County businesses which would use service beyond Denver.

Stout stated that United will send a letter of support to extend the Small Community Air Service grant, which is due to expire in September 2014.

### **Projects Update**

- Terminal remodel – Mead & Hunt is working on conceptual designs to include the following possible changes: moving the baggage claim to a tent to increase space for the car rental companies; and pushing out the west wall of the hold room to extend screening into that space.
- Rubberized mulch – installation should take four to eight weeks.
- Terminal bathroom – new bids for the remodel must be obtained and are pending due to suspension of the original contractor's license; the remodel should occur in March or April 2014.

- Staffing changes – Airport Operation’s Specialist, Randy Pricert, retired in December 2013; a candidate is currently undergoing the County background check and should be able to attend ARFF training in February 2014. Andrew Astells has been promoted to Operation’s Supervisor after covering this position as a temporary assignment for 5 months. Hayssen requested that staff changes be reported in the Red Baron Flyer.
- Car wash – bid documents for replacement of the 10-year-old car wash need to be prepared and sent out.
- ADA boarding ramp for the airline – Airport staff are working on bid documents, which will be submitted to Alaska Airlines for review.
- Common use equipment in the terminal – this upgrade is required so that multiple airlines can use the boarding pass kiosks and check-in computers; these will be paid for with PFC funding. The goal is to have this equipment in place by the end of summer 2014.

**E. Runway Safety Project Update**

OC Jones has submitted designs for the culvert, which have been reviewed by Mead & Hunt and will need approval by the California Department of Fish and Wildlife. The permit to cut trees has been approved by California Department of Forestry and should be completed by mid-April 2014.

The construction schedule will be updated on the Airport website as information becomes available.

**F. Commercial Vehicle Ordinance**

The County has approved a County wide commercial vehicle ordinance. The Airport will schedule a meeting with commercial vehicle operators before the next Aviation Commission meeting and will provide an update of that meeting to the Commission.

**ACTION ITEMS**

**A. Fee Schedule Sub-committee**

Stout reported that the Airport has been working on a survey of aircraft storage charges at similar airports and requested that the Aviation Commission appoint a subcommittee to work with representatives from hangar tenants to review a new rate implementation schedule and make recommendations.

*Young moved with support from McCord to appoint Delaney, Carrillo and Smith to serve on the Fee Schedule Sub-committee with at least two commissioners to be present at each subcommittee meeting. All Ayes. Motion Carried.*

**DISCUSSION ITEMS**

There were no discussion items at this time.

**NEW BUSINESS**

There was no new business at this time.

**PUBLIC COMMENTS**

A member of the public requested improved signage in the terminal in order to locate the new restrooms.

**COMMISSION COMMENTS**

Starrett noted that the complaint regarding the aircraft doing acrobatics has occurred on a regular basis for at least 5 years. Hayssen said that aircraft has been doing acrobatics within 4 nautical miles of the center line of a victor airway, which is illegal. The tail number of the aircraft has not yet been identified.

**ADJOURN**

*McCord moved with support from Carrillo to adjourn. Meeting adjourned at 8:50 a.m.*

Respectfully submitted,

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Jon Stout, CAE, AAE  
Airport Manager