

SONOMA COUNTY AVIATION COMMISSION

Minutes of the June 20, 2013 Meeting

CALL TO ORDER: Chair Young called the meeting to order at 8:02 a.m.

COMMISSIONERS PRESENT: Carrillo, Delaney, Hayssen, Smith, and Young

INTRODUCTION

Stout introduced Gina Stocker, new Marketing Specialist for the Airport.

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

AIRPORT MANAGER'S REPORT

A. Complaint Update

Stout reported that there were 45 aircraft related complaints since the April meeting, however, through May 2013 there is a 6.7% decrease over 2012.

B. Tower Report

Stout reported that Allie Metcalf left for another position in Oakland. Jana Petri has taken over as the acting Tower manager. Operations have been up and down so far in 2013, but overall are up 2.5% over 2012 to date.

C. Airline Update

Stout reported that Alaska Airlines/Horizon Air started the third flight to LAX in May and that the 16.6% increase in May passenger numbers is mostly due to the added flight.

Stout and Stocker attended Jumpstart, and Stout reported on the airline meetings. Alaska Airlines reported that compared to other flights added by Alaska using the Q400 in San Diego, the STS – San Diego flight has been the most successful. Since Alaska Airlines has a strong relationship with American Airlines, there is also an opportunity for Alaska Airlines to fly STS-PHX under the American name. This opportunity will depend on the outcome of the AA-US Air merger. Stout said that Allegiant is still interested in providing service to Las Vegas. The meeting with United Airlines regarding Denver was positive, and Stout urged them to provide a letter of commitment so that Sonoma County Airport can hold onto the Small Community Air Service grant. Talks with other airlines were not as positive.

D. Projects Update

- Turtle Fencing – the turtle fence should be completed by Friday, June 21, 2013, and the deadlines required by the permit will have been met.
- Perimeter Fencing – the Airport will request bids for perimeter fencing on the latest property acquisitions, with completion by the end of September.
- Property Acquisition – the Airport settled on two of the three parcels and has possession of the third property. A court hearing is scheduled on July 17, 2013.
- Operations Supervisor – the Airport is still in the process of filling that position.
- Employee Transfer – since the landfill is a division of the Department of Transportation and Public Works, the Administrative Aide currently at the landfill has the option of taking over

that position at the Airport based on seniority, since management of the landfill is being transferred to a private company.

- Airport Office Assistant – the budget for Fiscal Year 13/14 was approved, and the Airport is in the process of hiring for that position.
- Alaska Airlines
 - Additional office space is needed for current employees, and the airline is considering putting a modular office on site.
 - The addition of air cargo service is being evaluated as part of the modular facility, which would increase revenue without requiring additional staff.
 - Alaska Airlines has expressed interest in adding service to Hawaii after the runway project has been completed.
- Terminal – more space is needed in both the check in area and hold room; the Airport would like to complete another remodel by the spring of 2015.

E. EA/EIR Update

Stout announced the Aviation Commission Special meeting tonight at the Wells Fargo Center for the Arts and said that there has not been any comment or media activity related to the EA. The public comment period ends July 1, 2013 at 5 p.m. The Airport is still in discussions with U.S. Fish and Wildlife Service. Stout reported that small projects such as the lighting on 1/19 can be done before the final approval is obtained. The Airport will be going to the Board of Supervisors next week for approval of the construction contract and plans to begin work in late July or early August.

F. Dragonfly Site Update

Stout reported that the Pacific Coast Air Museum submitted the only response to the Request for Interest on the Dragonfly site. The Airport will meet with the museum and provide meeting notes to the Commission.

ACTION ITEMS

A. Establish 13/14 Meeting Schedule

Hayssen moved with support from Delaney to establish the following dates for the fiscal year 13/14 Aviation Commission meetings (all meetings are held at 8:00 a.m.)

July 18, 2013

August 15, 2013

September 19, 2013

October 17, 2013

November 21, 2013

December 19, 2013

January 16, 2014

February 20, 2014

March 20, 2014

April 17, 2014

May 15, 2014

June 19, 2014

All Ayes. Motion Carried.

B. Selection of 13/14 Chair and Vice Chair

Delaney moved with support from Carrillo to reappoint Young as Chair and Hayssen as Vice Chair for fiscal year 13/14. All Ayes. Motion Carried.

DISCUSSION ITEMS

A. Special Meeting

Stout announced the Public Meeting to be held at the Wells Fargo Center for the Arts tonight at 6:30 p.m. for the Environmental Assessment.

B. 5 Year Rental Rate Schedule

Stout suggested that the sixth year of the current rate schedule be dropped and that a sub-committee should be set up to reevaluate the rate schedule and compare it with what other comparable airports charge users.

Stout recommended that the Commission discuss how to handle commercial balloon operators in order to make them equal with other commercial operators regarding percentage charges. This item will be included as an action item for the July meeting.

The Commission asked if PCAM pays the full rate or gets a discount on hangars. Stout reported that the Pacific Coast Air Museum currently pays full hangar rents, but does pay a discount on the land.

NEW BUSINESS

There was no new business at this time.

PUBLIC COMMENTS

There were no public comments at this time.

COMMISSION COMMENTS

There were no Commission comments at this time.

ADJOURN

Delaney moved with support from Carrillo to adjourn. Meeting adjourned at 9:20 a.m.

Respectfully submitted,

Jon Stout, CAE, AAE
Airport Manager