

SONOMA COUNTY AVIATION COMMISSION

Minutes of the January 20, 2022 Meeting

This meeting was conducted virtually over Zoom.

CALL TO ORDER:

Young called the meeting to order at 8:01 a.m.

COMMISSIONERS PRESENT:

Young, Duste, Hayssen, Internicola, McCord, Starrett **Absent:** None

APPROVAL OF MINUTES:

Duste moved with support from Internicola to approve the November 18, 2021 Aviation Commission Minutes. All Ayes: Motion Carried.

AIRPORT MANAGER REPORT:

A. Complaint Update

Stout reported that in November there were 55 complaints compared to 58 in 2020; a decrease of 5.2%. As of November, year to date there were 917 complaints compared to 963 in 2020, a decrease of 4.8%. There were 9 general complaints in November compared to 1 in 2020; an increase of 800%. Year to date there have been 25 general complaints compared to 8 in 2020; an increase of 213%.

Stout reported that in December there were 32 complaints compared to 34 in 2020; a decrease of 5.9%. The year ended with 949 complaints compared to 997 in 2020, a decrease of 4.8%. There were 6 general complaints in December compared to 0 in 2020. Year to date there have been 31 general complaints compared to 8 in 2020; an increase of 288%.

The majority of the general complaints were related to parking. A chart outlining complaints by supervisory district has been added to the monthly report beginning with the December report.

Hayssen commented that there was a complainant off of Guerneville Rd that submitted a number of complaints, but this location is under the approach. He also noted that he saw a plane above Sebastopol that appeared lower expected. Hayssen also commented in response to complaints about how Helico should not be able to use the Airport, stating that it is a public use airport. He also asked for clarification regarding what time the terminal is locked at night, as a passenger complained about being locked out. Stout confirmed that it is shut approximately 30-40 minutes after the last arrival. Cots have been ordered for any similar instances in the future, and procedures are being drafted for Security to prevent similar incidents.

Duste asked for confirmation regarding where the cots would be available. Stout noted that they would be allowed outside of the secure area. He also asked for confirmation regarding Alaska's responsibility in the situation. Borovkoff noted that Alaska does not follow through with passengers once they are off the plane. Popplewell confirmed that the terminal hours have been updated on the website and posted on social media. Stout confirmed that Alaska is working to also add notes to the Alaska reservation system that we are not a 24-hour Airport.

Internicola asked about if the Airport could include a more thorough resolution section for General Complaints. Stout confirmed that this will be included going forward.

B. Tower Report/Update

There were 7,446 operations in October compared to 7,294 in 2020, an increase of 2%. As of October, year to date there had been 76,589 operations compared to 54,126 in 2020, an increase of 42%. There were 8,131 operations in November compared to 6,673 in 2020, an increase of 22%. As of November, year to date there had been 84,720 operations compared to 60,799 in 2020, an increase of 39%.

Lucas noted that there are many new employees at the Tower. There had been a parking issue, but that was resolved.

Hayssen asked what accounts for the increase in operations this year. Lucas commented that general aviation has picked up.

C. Airline Update

In November there were 50,377 passengers compared to 17,733 in 2020; an increase of 184%. In December there were 44,943 passengers compared to 10,912 in 2020; an increase of 312%. As of November, year to date there were 390,484 passengers, compared in 184,391 in 2020; an increase of 112%. The year ended with 435,427 passengers, compared in 194,303 in 2020; an increase of 123%.

Stout commented that a NOTAM has been filed regarding 5G antennas near the Airport. The Airport does not have equipment that could be impacted by 5G, but other airports may be impacted.

D. Projects Update

- **Terminal Modernization Project:** Plumbing underground has been put in place, and electrical underground is in progress. Columns for the new walkways have been added. The frame of the new building should start to go up in February. A Topping-Off ceremony is planned for the spring to celebrate the completion of the steelwork. There an item going to the Board on March 1 to authorize contingency items. Completion of the project is anticipated by end of December.
- **Solar Panel Installation:** Meters are in place and solar is expected to go live in February. A ribbon cutting is planned for the end of February.
- **Approach Review Request for Qualifications:** Consultant interviews were conducted yesterday. Internicola participated in the process. More clarification is needed from the 3 firms before a decision is made. The goal is to submit this for Board approval within the next month.
- **Eucalyptus Tree Removal:** The environmental review has been finalized and posted for public comment. Documents have been submitted to purchasing, and will be sent out for bid.
- **Taxiway A Overlay:** The bid documents are being finalized for work to be done over the summer. Rutting needs to be replaced, and an oversteer will be added for the connection from taxiway A to A6. This would help prevent planes from leaving the pavement at that location. Hayssen recommended adding training as well. Stout noted that the Airport would reach out to FBOs.
- **EAA Driveway:** We received 1 bid through the bid process. The Airport has asked Purchasing if this is acceptable, or if more bids are needed.
- **Staffing Update:** The Airport Security Clerk, Yuka Kimiishi, has accepted a position with HR. A new Security Clerk begins next week. The Airport is still hiring for 1 Senior Office Assistant position. Chris Stinson was promoted to Airport Operations Lead. The goal is to have his former position filled within the next month. The Airport would then be fully staffed for Operations/Maintenance.
- **Apron Paving Project:** The Airport is working on submitting a Request for Qualifications (RFQ) for a Contractor doing a Construction Manager at Risk for the Airline apron re-pave. This would be a 2024 project.

- **Master Consultant RFQ:** This RFQ is expected to go out later this month, and will be the first time the Airport has done a consolidated solicitation for architect, surveyor, and other consulting services for Airport projects.
- **FAA Inspection:** The FAA conducted its annual inspection of the Airport. Some painting needs to be done by April. Fueling trucks at partners need more signage to meet FAA requirements. The maintenance team does a great job with painting and the Airport received compliments from the inspectors.
- **Concessionaire RFP:** This will include the main restaurant and future opportunities in the gate. The goal is to have concessionaires identified by August/September. Commissioners will be asked to be involved in the process.
- **Airfield Sweeper:** The new sweeper has been delivered to Fleet and they are doing the markings on it to meet requirements. It should be at the Airport in the next few weeks.

Young asked about weed abatement as the County does not allow the use of certain herbicides. Stout confirmed that weed abatement can be done on the edges of the runway pavement and taxiway pavements and it is completed by Roads.

Internicola asked if Stout could share photos of Airport updates at next month's meeting. Stout confirmed that he will do that.

Hayssen thanked Daaboul and the Tower for their participation in the Pilot FAA Safety Program that was conducted recently.

Young asked if there are any updates on the hotel project. Stout noted that it has not yet gone to the Board of Supervisors for approval.

E. Runway Safety Action Team (RSAT) Update

There are no updates at this time.

ACTION ITEMS:

A. Terminal Project Contingency Board Item

The Airport has received additional funding through COVID relief grants. The Airport plans to use portions of these grants for enhancements for the terminal project and is requesting a delegated authority to Johannes Hovertsz to approve up to \$8.2 million for the project in March. Stout presented an overview of the enhancements, which include furniture upgrades, baggage system additions, additional upgrades, digital monitors, tenant improvements, and many smaller elements.

Duste asked for confirmation that the funds are from grant money that can only be used for the Airport and that funds would not be coming out of the county general fund. Stout confirmed that the funds can only be used for the Airport. Internicola asked for more information regarding why the baggage makeup keeps changing. Stout confirmed that this is the third change to the baggage design due to original funding limitations. Young noted that the Board should be pleased that these additional funds have come in and can be used to improve the Airport for the community. McCord and Starrett were also in favor of the item. Starrett noted that it would make the Airport more passenger friendly and may help passengers choose STS over other airports. After discussion, the Commission determined a formal resolution was not necessary and the Commission unanimously supported the enhancements.

B. Airport Rates & Charges FY22-23

Stout provided an overview of the proposed fee increases to be included in the annual fee hearing process of the Board. The Airport is requesting increases and additional fees related to parking,

commercial vehicles, and ground leases for the 2022-2023 fiscal year. There will also be a reduction to some of the badging penalty fees to ensure consistency between badge types.

The Conrac rental car facility project will be going to the Board on March 1 for a public hearing on the Consolidated Facility charge and approval to start design and environmental review. The facility charge is also included in the fee schedule.

An airline rate study is also being conducted and the goal is to go to the Board next year to propose changes to the airline rates and charges reflect the new terminal charges.

Duste asked for confirmation regarding where the ground lease areas are that are noted on the fee summary. Stout clarified positioning of the Eastside, Southside, and South/Mid-Section of the Airport. Non-aeronautical would include the industrial park.

McCord asked for clarification regarding the Consolidated Facility Charge. Stout confirmed that this fee is set to cover the cost of construction and financing of the facility.

Hayssen moved with support from McCord to recommend that the Board of Supervisors adopt the proposed Airport Fee Schedule. All Ayes: Motion Carried.

Internicola asked if an update on the rental car facility could be made at the February meeting. Jon confirmed that it will be added as a discussion item to the February agenda.

DISCUSSION ITEMS:

A. Airport Layout Plan and General Aviation Update

Brad Musinski, a Project Manager and planner and Bob Casagrande, the Department Manager, of Mead and Hunt provided a presentation regarding the status of the Airport Layout Plan Update. Once finalized, the FAA will sign and stamp the ALP. The current ALP was approved in 2013, which was in conjunction with the last Master Plan. Stout noted that a Request for Interest for development around Apron F will be going out in the spring. The bathroom on Apron E is being refreshed and the plan is to replace the bathroom on Apron F.

Hayssen asked for confirmation regarding placement of the taxiway hold marking. Musinski noted that it is considered non-standard, but has been approved by the FAA.

McCord noted that a 60x60 hangar should be considered for future development based on the wingspan of some planes.

B. Impacts of Re-Districting

As a result of the recent re-districting, some Commissioners may now be in different districts than the ones they were appointed to represent. There is no plan or requirement at this time to make any immediate changes and Commissioners can serve out their current terms. Any adjustments would be made when the Supervisors are up for re-election.

NEW BUSINESS:

None

PUBLIC COMMENTS:

None

COMMISSIONER COMMENTS:

None

ADJOURN:

Hayssen moved with support from Starrett to adjourn. All Ayes. Meeting adjourned at 9:50 a.m.
Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Jon Stout', written over a horizontal line.

Jon Stout, AAE, CAE
Airport Manager