

# SONOMA COUNTY AVIATION COMMISSION

Minutes of the April 21, 2011 Meeting

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

**COMMISSIONERS PRESENT:** Carrillo, Hayssen, Smith and Walters.

**APPROVAL OF MINUTES:** *Smith moved with support from Carrillo to approve the March 2011 Aviation Commission Minutes. All Ayes. Motion Carried.*

## **AIRPORT MANAGER'S REPORT**

### **A. Complaint Update**

Stout reported that there were 8 complaints since the March meeting.

1. Marilyn Stanley – loud, low jet overflight
2. Olivia and Dorothy Williams – helicopter overflights
3. Tony Cole – Horizon Air flew over very low
4. Deborah (no last name) – “contrails” are excessive
5. Patricia Boysen – loud jet-like noise during the night
6. John McGovern – no specific complaint
7. Christopher Ellison – frequent hot air balloon overflights
8. Christopher Ellison – hot air balloon overflight

Stout said the annual noise complaint report should be ready for the May 2011 meeting.

### **B. Tower Report**

Stout reported that air traffic in February was up slightly from February 2010.

Allie Metcalf, Tower manager, said that a new controller from SFO has been assigned here. She also said that with the low traffic volume, it takes longer to complete training for controllers.

Carrillo offered to take controllers for flights in his aircraft to augment their training. Metcalf suggested that the controller riding along work the radios as additional training.

Stout and Metcalf discussed the possibility of extending tower staffing hours to 9 pm during summer months.

### **C. Airline Update**

Stout reported that Horizon Air's March passenger numbers were up almost 16% over March 2010. Passenger numbers for 2011 are now nearly 17% over 2010.

Stout said that Frontier Airlines reported that they had done a runway study, which showed that one runway would work and one would not. It is possible that the obstruction removal project completed last year has not been updated by the FAA.

**D. Projects Update**

- Security System – poles and cameras at the gates should be installed soon. The contractor plans to start testing the system in a month. They are working to ensure that remote gate devices will continue to work with the new system.
- Baggage Conveyer – an upgrade to prevent odd-shaped baggage getting hung up between security and the make-up room has been ordered.
- Terminal Monitors – five monitors will be installed: three over the airline counter with one showing departure information and two showing ticketing information; one at the security checkpoint entrance showing TSA information; and one over the baggage belt showing arrival information and advertising. Finally, one monitor will be installed in the passenger hold room showing destination information and advertising.
- Taxiway Lighting – incandescent taxiway lights are being replaced by longer lasting, more energy efficient LED's. Walters asked if these upgrades are published, and Stout replied that green improvements are on the Airport website.

Hayssen inquired about brush and vine removal along Airport perimeter fencing, and Stout replied that either the SAC crew or Cal Fire will be hired to work on this over the summer.

**E. Airport Ordinance**

Stout said the Airport ordinance should be ready for approval at the May 2011 Commission meeting.

**F. EA/EIR Update**

Stout reported that the FAA had not approved the fleet mix submitted, which required more explanation by the Airport and consultant to obtain their approval. The EA, therefore, will not be completed until June or July, 2011. The consultant is now focusing on the EIR, and the final document should be brought before the Board of Supervisors in October 2011.

**ACTION ITEMS**

**A. Establish 11/12 Meeting Schedule**

*Smith moved with support from Walters to establish the following dates for the fiscal year 11/12 Aviation Commission meetings (all meetings are held at 8 a.m.).*

<i>July 21, 2011</i>	<i>January 19, 2012</i>
<i>August 28, 2011</i>	<i>February 16, 2012</i>
<i>September 15, 2011</i>	<i>March 15, 2012</i>
<i>October 20, 2011</i>	<i>April 19, 2012</i>
<i>November 17, 2011</i>	<i>May 17, 2012</i>
<i>December 15, 2011</i>	<i>June 21, 2012</i>

*All Ayes. Motion Carried.*

**B. Selection of 11/12 Chair & Vice Chair**

*Walters moved with support from Carrillo to appoint Young as Chair and Hayssen as Vice Chair for the fiscal year 11/12. All Ayes. Motion Carried.*

**C. Approve FY 11/12 Airport Rates & Charges**

Stout explained that the planned hangar rate increase for FY 11/12 was postponed until FY 12/13 due to the current economy. Rates on security badges were adjusted to cover Airport costs associated with changes in the cards due to the security system upgrade. Stout also explained the adjustment for commercial hangar operators.

*Walters moved with support from Smith to approve the FY 11/12 Rates & Charges for submission to the Board of Supervisors. All Ayes. Motion Carried.*

**DISCUSSION ITEMS**

**A. Airport User Survey**

Stout introduced and explained the intent of the Airport to conduct an Airport user survey of tenants and other users, since it has been several years since the last survey was conducted. Stout requested that two Commissioners work with the Airport intern to create questions for the survey. Carrillo volunteered, and it was suggested that Airport staff contact Starrett to request his participation also.

**NEW BUSINESS**

There was no new business at this time.

**PUBLIC COMMENTS**

Jim Duvander, member of EAA, reported on the CAFÉ Foundation electric aircraft symposium scheduled for July 2011. They have been working on installation of electric service for those aircraft, but may need to rent a generator for the event.

**COMMISSION COMMENTS**

Carrillo asked about the vacancy rate of hangars on the Airport and suggested that a marketing strategy meeting might be helpful.

**ADJOURN**

*Smith moved with support from Carrillo to adjourn. All Ayes. Meeting adjourned at 9:23 a.m.*

Respectfully submitted,

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Jon Stout, CAE, AAE  
Airport Manager