

SONOMA COUNTY  
AVIATION COMMISSION  
Minutes of the May 17, 2018 Meeting

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

**COMMISSIONERS PRESENT:** Ahrens, Carrillo, Delaney, Hayssen, McCord, Starrett and Young.

**APPROVAL OF MINUTES:** *McCord moved with support from Ahrens to approve the April 2018, Aviation Commission Minutes. All Ayes. Motion Carried.*

**ASSISTANT AIRPORT MANAGER'S REPORT**

**A. Complaint Update**

Stout reported that there were 11 aircraft related complaints and 2 general complaints since the last Commission meeting. In April 2018 there were 8 aircraft related complaints compared to 87 in 2017, a decrease of 90 %. Year to date there were 27 aircraft related complaints compared to 238 in 2017, a decrease of 88.7%. There were 2 general complaints in April 2018 compared to 2 in 2017. Year to date there were 6 general complaints compared to 9 in 2017, a decrease of 33%.

1. Shae Wells – low overflights
2. April Heemer – loud helicopter overflights
3. Carol Olsen – low overflights
4. Fred Freedman – unsafe flight paths
5. Eric Hall – low overflight
6. Kimberly Gale – loud overflight
7. Jim Brandon – loud helicopter overflight
8. Lois Casper – loud overflight
9. Don Albini – loud, low overflight
10. Sandra McCollum – chem trails
11. Anonymous – loud, low hot air balloon overflights

Stout reported that the annual noise complaint has been delayed due to staff changes.

**B. Tower Report/Update**

Stout reported that there were 6,154 operations in March 2018 compared to 6,562 in March 2017, a decrease of 6.2%. Total operations through March 2018 were 17,781 compared to 15,647 in 2017, a 13.6% increase.

Tower Supervisor, Dave Sheber, reported that the ATIS needs to be updated. Controllers are working on communicating with pilots on the Runway 20 hotspot.

**C. Airline Update**

Stout reported that passenger numbers in March 2018 were 31,484 compared to 30,814 in March 2017, a 2.2% increase. Passenger numbers in April 2018 were 34,680 compared to 30,454 in April 2017, a 13.9% increase. Year to date passenger numbers are 120,282 compared to 107,868 for 2017 year to day, an increase of 11.5%.

Sun Country will begin service on June 29 with 2 flights per week to Minneapolis and will change to one to Las Vegas, and one Minneapolis flight per week starting August 30.

Stout has meetings scheduled with United Airlines, Alaska Airlines and Southwest at the Jumpstart meeting in June.

## **D. Projects Update**

- Sidewalk – the contractor is working on punch list items. The final change order is scheduled for approval by the Board of Supervisors on June 11, 2018.
- Parking Lot – substantial completion should be in late June. It is paved; striping is scheduled for next week. Temporary power will be used until PG&E completes electrical installation estimated in September.
- Commercial Development on Airport Property – a Request for Interest has been prepared for development of 4 sites on Airport property.
- Solar – a Request for Proposals will be issued on May 21 for installation of solar collectors in the new long term parking lot.
- App 139 – this is a web based application for airfield inspections and work orders for maintenance on the Airport. So far it is working well for Airport operations' staff.
- Hangar Roofs – the Airport is renting an articulated boom and still looking for one to purchase.
- Hangar Electrical Repair and Maintenance – the Airport is working on a bid proposal for hangar electrical repair and maintenance.
- Hangar Door Repair & Maintenance – the Airport will be working on that bid proposal in about 2 months.
- Lease Management System – the Airport is evaluating 2 lease management software systems, which include an accounts receivable module. Both have the option of setting up tenant portals for hangar payments.
- Apron D Rehabilitation – starting next week the area in and around the Executive and New Shade hangars will be repaired and sealed. Aircraft will be relocated during the project. In addition, tiedowns on the west side of the Airport are being created so that all non-airworthy aircraft can be moved.
- Mowing – operations is working to catch up on mowing.
- Giacomelli Demolition – practice burns are scheduled for May 19 after which the contractor will tear down the buildings.

## **E. Runway Safety Action Team (RSAT) Update**

The lead line to Runway 20 has been repainted. The FAA has to approve changes in signage. Stout will discuss this with the FAA. The FAA will also have to approve changes in the ALP. Dave Sheber, Tower Supervisor, will forward photos of runway hold markings used by other Airports to Stout.

## **F. VOR Decommission**

McCord said the comments to the FAA regarding decommissioning of the VOR were helpful. Stout reported that the FAA has not yet provided information regarding procedures for a straight in approach to 14.

## **ACTION ITEMS**

### **A. Review & Approve Draft Letter to BOS on Sheriff & Corporate Yard**

Young provided an overview of the history of the transfer of the Airport to the County of Sonoma as well as the release of the Corporation Yard for non-aeronautical purposes and FAA grant requirements. The Commission reviewed the draft letter provided by Young for Supervisor Gore.

*Ahrens moved with support from Starrett to approve and present the revised letter to Supervisor Gore. All Ayes. Motion Carried.*

**DISCUSSION ITEMS**

**A. Runway 14 Approach**

This item was covered under the Manager’s report, and no additional discussion was necessary.

**NEW BUSINESS**

McCord requested a future discussion item regarding the possibility of creating a disaster air response plan, potentially ready for discussion in July.

Young suggested adding an action item to a future agenda for the Commission to review and make a recommendation to the Board of Supervisors on a lease management system for the Airport.

**PUBLIC COMMENTS**

Sheber asked for consideration of a local radar as current coverage is approximately 300 to 400 feet and is not accurate enough for aircraft separation. He would provide more information on how the Commission can assist with a request for upgrades.

**COMMISSION COMMENTS**

There were no Commission comments at this time.

**ADJOURN**

*Delaney moved with support from McCord to adjourn. All Ayes. Meeting adjourned at 9:33 a.m.*

Respectfully submitted,

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Jon Stout  
Airport Manager