

**SONOMA COUNTY
AVIATION COMMISSION**

Minutes of the October 15, 2020 Meeting

This meeting was conducted virtually over Zoom.

CALL TO ORDER:

Young called the meeting to order at 8:04 a.m.

COMMISSIONERS PRESENT:

Young, Carrillo, Duste, Hayssen, McCord and Starrett.

Absent: Delaney.

APPROVAL OF MINUTES:

Hayssen moved with support from McCord to approve the August 20, 2020 Aviation Commission Minutes.

All Ayes: Motion Carried.

INTRODUCTION OF NEW COMMISSIONER

Duste introduced himself. He also serves on Petaluma Airport Commission as the Chairman.

AIRPORT MANAGER REPORT:

A. Complaint Update

Stout reported there were 145 aircraft related complaints in August from 24 individual complainants, an increase of 281% from 38 complaints received in August 2019. There were no non-aircraft related complaints in August.

Stout reported there were 43 aircraft related complaints in September from 22 individual complainants, a decrease of 30% from 62 complaints received in September 2019. There were no non-aircraft related complaints in September.

Staff is nearing completion of the 2019 annual report. The format of the report has changed to include more information and visuals. Staff expect to complete the report in early November.

Hayssen stated that there was a marked difference in the complaints between August and September. Commissioners discussed specific areas that generate complaints, including Windsor area and Penggrove.

B. Tower Report/Update

There were 5,606 operations in July 2020, a decrease of 37.3% from 8,947 in July 2019. Year to date, at the end of July there had been 36,708 operations, a decrease of 26% from 49,575 in 2019.

There were 5,163 operations in August 2020, a decrease of 37.7% from 8,293 in August 2019. Year to date, at the end of August there had been 41,871 operations, a decrease of 27.6% from 57,868 in 2019.

Pattie Ridgeway, Air Traffic Control Tower staff, reported that as of October 26, tower hours will increase, and the tower will operate from 7:00 a.m. to 7:00 p.m. daily. Normal hours (until 8:00 p.m. daily) could resume soon.

C. Airline Update

October 27 will be the last United Airlines flight until their planned return on March 27, 2021. The CARES Act required that United maintain operations until at least October 1. Another aid package has not been forthcoming thus far. United will maintain their counters and equipment.

There were 11,850 passengers in August 2020, a decrease of 77.1% from 51,831 in August 2019. Year-to-date, through August the Airport had seen 130,452 passengers, a decrease of 57.8% from 309,019 in 2019.

There were 17,185 passengers in September 2020, a decrease of 59.2% from 52,962 in September 2019. Year-to-date, through September the Airport had seen 147,637 passengers, a decrease of 59.2% from 361,981 in 2019.

Stout reported that the Airport is still five to eight points below other airports as far as airline activity recovery, partially due to California still being under stay-at-home orders. All markets other than Denver are currently still being served, although San Francisco will drop off with United suspending service. Other markets are looking solid; about one flight per day for each market. The airlines are only releasing schedules four to six weeks in advance.

Alaska Airlines is still looking to significant cuts and trying to stabilize. Alaska scheduled two flights per day to Los Angeles for a time but there were not enough bookings to sustain the additional daily flight. American Airlines is also in the process of significant system changes, but Phoenix and Dallas are doing comparatively well as destinations. Markets could change quickly depending on travel restrictions.

Hayssen asked Stout about interest from other carriers. Stout said that there has still been interest from a couple other carriers, but any movement forward is currently on hold.

D. Projects Update

- **Gate 2/ TSA Check Point Move:** This move experienced a two-week delay due to the Glass Fire. Employees of the contractor were evacuated and fire inspections were delayed. We are now planning an overnight move on October 21 and to open for service October 22 first thing in the morning. We will hold a small, socially distanced ribbon cutting.
- **Terminal Improvement:** Start date is October 5. Currently we are mobilizing equipment to site, including two new job trailers. We are finalizing plans for the sidewalk revision to ensure adequate ADA travel to the temporary bag claim. Next spring we will start on the new entrances. We will hold a small, socially distanced groundbreaking the first week of November.
- **Solar Panels in Parking Lot B:** The Federal Aviation Administration (FAA) asked the Airport to perform a safety risk management panel review of the glare issue. The review will take about three months and we plan to submit it to the FAA in early January. If our request is again denied, the solar project will move to Long Term A site (more expensive option).
- **Landscaping:** New provider, Gardener's Guild, started two weeks ago. First month will be focused on bringing the Airport to industry standards. Already we are seeing significant changes and improved curb appeal.

- **Parking Lot:** Seal coat of outer and inner loop completed.
- **Equipment:** Received delivery of crack fill machine to help with pavement maintenance.
- **Fence Environmental:** Will wait until summer 2022 due to environmental and wildlife issues.
- **ADSB Ground Antenna Installed:** Equipment is installed and will allow us to better track aircraft and improve our response to complaints.
- **Airport Management Software:** Building efforts have started. First module will go live around July 1 2021 and it will take another year to finish the rest. Software will eliminate some of the accounting issues we currently experience and improve customer service.
- **Staffing:** Replacement Security Clerk starting on October 20. Replacement maintenance worker will start in three to four weeks along with several Extra Help maintenance workers.

E. Runway Safety Action Team (RSAT) Update

Airport staff will meet with FAA to refine recommendations from Runway Safety Action Team (RSAT) group. We have received draft modification from standard documentation from Mead and Hunt and will meet next week to finalize the recommendations and send them to the FAA. Long-term fixes are 5-6 years out, however, we are trying to solve problem in short term as well.

F. Sheriff's Garden/Jail Facilities

This item remains on the agenda pending an update.

G. COVID-19 Update

Hertz exited the Airport on September 17 as part of their bankruptcy restructuring. They had been at the Airport since the 1970s. Hertz could return in the future.

Airport Express will not resume service before December 2.

Sky Lounge Restaurant would like to open up indoor space for dining. The Airport is facilitating discussions between County officials and the restaurant. So far, the restaurant has not yet been able to open for its indoor dining space.

Hayssen asked if the kiosk at Gate 2 was open. Stout said that it is open currently and until November 1, when it will close. Staff is working on a Request for Proposals (RFP) for a new vendor. The new space will include water and sewer so the vendor could set up more equipment.

ACTION ITEMS:

None.

DISCUSSION ITEMS:

A. Noise Abatement Update:

Commissioners discussed the efforts to revise the Airport Noise Abatement Policy. McCord presented short, mid and long-term actions. Short-term actions included a revision to the letter-writing process when complaints are received regarding non-airline operations and increasing the prominence of the Noise Abatement page on the Airport website. Mid- and long-term actions included revisions to the Chart Supplement, the revision of the Noise Abatement Guide, and the possibility of alternate approaches.

Stout stated that staff had already moved forward to enact the short-term actions. A link has been added to the Airport homepage directly to Noise Abatement. The text of the template letter to

operators who have generated a complaint has been revised, and letters will not be sent if the commenter submits three or more complaints per month for two months or more. Complaints regarding airline operations will continue to be reported to the airlines.

Stout further stated that he had scheduled a meeting next week with Mead and Hunt to finalize a request to the FAA for IFR procedures for Runway 14. He is also coordinating a meeting with Oakland center regarding the handoff to the tower.

Starrett asked about real estate disclosures. Stout confirmed that if a property is within two miles of the Airport a disclosure is provided. The real estate disclosure is also due for a planned update. Some neighborhoods are just outside the two-mile radius and not subject to a disclosure.

NEW BUSINESS:

McCord noticed some political signs on Becker Boulevard. Stout confirmed that political signs are disallowed on Airport property.

PUBLIC COMMENT:

None.

COMMISSION COMMENTS:

Young said that he took Matt Gustavson of Windsor Fire out over Glass Fire. Windsor Fire would be interested at looking at a co-use facility at the Airport. They are looking to hire firefighters and paramedics and are probably the largest firefighting agency in Sonoma County.

Stout said that he has had several discussions with the Windsor Fire chief regarding a potential dual use site for the relocated ARFF building. They've not found an ideal site but hope to find one that passes FAA muster so that we can bring Windsor Fire back in.

Young also requested that the Airport neighbor guide be added to the November or December meeting for review and discussion.

Hayssen and the other Commissioners welcomed Duste.

ADJOURN:

McCord moved with support from Starrett to adjourn. All Ayes. Meeting adjourned at 9:15 a.m.

Respectfully submitted,



Jon Stout, AAE, CAE
Airport Manager