

# SONOMA COUNTY AVIATION COMMISSION

## Minutes of the May 18, 2023 Meeting

*This meeting was conducted using a hybrid of in person and over Zoom.*

### **CALL TO ORDER:**

Young called the meeting to order at 8:03 a.m.

### **COMMISSIONERS PRESENT:**

Hayssen, Internicola, Jasper, Starrett, Young **Absent:** McCord

### **APPROVAL OF MINUTES:**

*Starrett moved with support from Jasper to approve the April 20, 2023 Aviation Commission Minutes. Abstained: Internicola **All Ayes:** Motion Carried. The March Aviation Commission meeting was canceled.*

### **AIRPORT MANAGER REPORT:**

#### **A. Complaint Update**

Stout reported that in April there were 97 noise complaints compared to 54 in 2022, an increase of 80%. Year to date there have been 247 complaints compared to 169, an increase of 46%.

In April there were 3 general complaints, compared to 7 in 2022, a decrease of 57%. Year to date there have been 20 compared to 13 in 2022, an increase of 54%.

Hayssen noted that 41% of complaints came from one address in Sebastopol. He did not see any complaints under the required minimum altitude.

Stout noted that the 2022 Annual Noise Report would be sent to Commissioners for their feedback before going to the Board.

#### **B. Tower Report/Update**

There were 5,683 operations in March compared to 8,096 in 2022, a 30% decline. Year to date there were 16,957 operations compared to 23,309 in 2022, a decrease of 27%.

Hayssen commented that the Runway Action Safety Team meeting will be next week.

#### **C. Airline Update**

In April there were 56,615 passengers compared to 53,065 in 2022, an increase of 7%. Year to date, there have been 183,512 passengers compared to 171,489 passengers in 2022, an increase of 7%.

#### **D. Projects Update**

- **Terminal Modernization Project:** There have been delays due to rain, but July 15 is the current completion estimate. The contractor will likely be here until the end of August to complete final details.
- **Taxiway A Overlay:** Phases 1, 2, and 3 have been completed. Painting will be the last phase in July.
- **Airline Apron Reconstruction:** Negotiations with the contractor will take place next week and a Board date will be targeted based on how long it takes to finalize the contract.

- **Airport Restaurant Transition:** The restaurant plans to expand their patio and making other updates later this year.
- **Airport Organizational Review:** The Airport is working with HR to define job descriptions for 2 administrative positions for next fiscal year.
- **Accounts Receivable System:** The contract with Veoci is being finalized.
- **Consolidated Rental Car Facility:** Due to Board decisions on fuel stations, the ConRAC is on hold.
- **Wildlife Exclusion Fence:** Bids for this were received Monday and they were slightly higher than expected. The Airport is working with the FAA to amend the grant application. Work may not be able to start until next year.
- **Runway 02/20 Alternate Surface:** Markers were received, and the Airport is working to acquire a roller. The goal is for this to be available in June.
- **Security Services Contract:** The Airport is in negotiations with the preferred vendor. The goal is to go to the Board in July.
- **Vending RFP:** This will be coming out soon for potential vending machines in the terminal.
- **Rental Car RFP:** This is a required RFP for the new rental car facility. This has been put on hold due to the gas station determination by the Board to no longer permit new fueling stations.
- **Approach Feasibility Study:** Feedback from the Commission noise committee has been provided to the consultants. The updated draft will be sent to Districts 4 and 5 for feedback. Public feedback meetings will be scheduled sometime this summer.
- **Airport Admin Backup Generator:** The administration building backup generator is in the procurement phase and will take 8-10 months for installation.
- **Pending FY22/23 FAA Grants:** Several grants are possible in the coming months, including additional eucalyptus tree removal and a FEMA hazard mitigation grant. The Airport is also looking into purchasing two electric tractors.
- **Future Board Items:** The Airport Advertising Policy will be going to the Board May 9. It was updated to include digital advertising. June 6 will be a Board item for a CEQA Mitigated Negative Declaration related to the fence project. The living wage discussion is scheduled for June 12. Budget hearings are scheduled for June and the Project Labor Agreement is scheduled for July 18.
- **Staffing:** Senior Airport Operations Specialist has left the Airport. Adam Borovkoff will be leaving the Airport May 29. There have been 2 unsuccessful recruitments for the Assistant Airport Manager position. No candidates had the required Airport Rescue and Fire Fighting (ARFF) certification. A new recruitment will be released in June with an updated job description.

Hayssen noted that he and several other Commissioners were contacted by someone noting concerns about signage diversity, contrast, and inconsistency. Stout noted that all signage meets FAA standards for ADA compliance. There is some inconsistency currently due to the construction.

Internicola asked if the barrier in the front will go away. Stout confirmed that it will go away when the front of the terminal opens.

Internicola asked when price increases will take effect. Stout confirmed that Airport fee increases will take effect July 1.

Internicola asked for updates regarding hangar maintenance. Stout confirmed that Airport operations is looking into doing hangar roof maintenance in-house, and it is going through procurement. Jasper noted

that he is concerned about roof leaks. Operations has mentioned that they have had challenges procuring parts.

**ACTION ITEMS:**

**A. Living Wage Ordinance**

Yvonne Shu and Jeremy Fonseca from the CAO joined the meeting to provide an update on the Living Wage Ordinance. Over the past year the Board has been considering updates to the Living Wage Ordinance. The next related Board meeting will take place on Monday, June 12. This date will not include a discussion regarding lessees.

Young asked what time the agenda item will be. Shu confirmed that the agenda will be posted on the Board website. The Board has not yet made a decision regarding the Living Wage Ordinance. Starrett asked if volunteers would be exempted from the Living Wage. Fonseca noted that volunteers would not likely fall under Living Wage. Stout asked if the Airport would be responsible for code enforcement as that would be a large financial burden. Shu noted that the Board has not yet discussed this.

Stout noted that as far as grant assurances, similar operators must be treated similarly. Young asked if an FAA review has been conducted. Fonseca confirmed that if the Board would like to pursue this direction, then it will be looked into.

Young commented that the expansion of the living wage ordinance would be ill-advised as there are too many unknowns. Most employees at the airport are paid more than a living wage, but those that are at the airport to gain experience would be impacted. Young recommends that the Aviation Commission advise the Board that there are too many unknowns and it would be too costly, and should not be expanded to lessees of the airport.

*Young motioned with support from Internicola that the Aviation Commission advise the Board against extending the Living Wage Ordinance to include lessees of the Airport. All Ayes: Motion Carried.*

Hayssen asked Josh Hochburg (Sonoma Jet Center) how many employees would be considered part time workers. Hochburg commented that he does not know how many are part time. He also noted that the Living Wage Ordinance could make it more difficult to provide entry level positions in the industry.

Stout and Young will work on drafting a letter from the Commission against the Living Wage Ordinance as it applies to unknowns, potential negative impacts, and grant assurances.

**B. Cancel June Aviation Commission Meeting**

*Young moved with support from Starrett to cancel the June 2023 Aviation Commission meeting. All Ayes: Motion Carried.*

**DISCUSSION ITEMS:**

**A. Fiscal Overview FY23-24**

Paul Hower provided an overview of the draft 2023-2024 fiscal year, which will be presented to the Board of Supervisors. The total Airport revenue is \$22.3 million, and expenditures are just over \$17 million and \$7 million in assets. There will no longer be CARES act funds after this year.

Young asked if the negative balance would come out of the Airport reserve fund. Hower confirmed that it would come out of the Airport fund. Stout noted that the Airport often pre-funds projects, which then get reimbursed by grants.

Hower confirmed that the estimates are conservative, so revenue could exceed projections. Salaries and benefits, maintenance, and engineering are some of the largest expenses.

**NEW BUSINESS:**

Hayssen was contacted by someone looking for information regarding ultralight operations at the Airport. Stout noted that he did meet him at the Pacific Coast Air Museum's Hot Dog Thursday.

**PUBLIC COMMENTS:**

None.

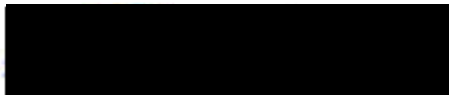
**COMMISSIONER COMMENTS:**

None.

**ADJOURN:**

*Hayssen moved with support from Internicola to adjourn. All Ayes.* Meeting adjourned at 9:54 a.m.

Respectfully submitted,



Jon Stout, AAE, CAE  
Airport Manager