

# SONOMA COUNTY AVIATION COMMISSION

## Minutes of the November 19, 2020 Meeting

*This meeting was conducted virtually over Zoom.*

### **CALL TO ORDER:**

Hayssen called the meeting to order at 8:00 a.m.

### **COMMISSIONERS PRESENT:**

Young (left at 8:25 a.m.), Carrillo, Delaney, Duste, Hayssen, McCord and Starrett.

**Absent:** None.

### **APPROVAL OF MINUTES:**

*Duste moved with support from McCord to approve the October 15, 2020 Aviation Commission Minutes.*

**All Ayes (Delaney Abstains):** Motion Carried.

### **AIRPORT MANAGER REPORT:**

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

Stout reported there were 57 aircraft related complaints in October from 19 individual complainants, an increase of 128% from 25 complaints received in October 2019. There were two non-aircraft related complaints in October. One complaint was regarding weed-eating operations on a hot day, another was regarding a rental car agency.

Stout presented and reviewed the September 2020 Monthly Complaint Report and the 2019 Annual Report, both to be published soon. Stout and Commissioners discussed the structure of the reports and the data presented.

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

There were 4,961 operations in September 2020, a decrease of 35% from 7,597 in September 2019. Year to date, at the end of September there had been 46,832 operations, a decrease of 28.5% from 65,465 in 2019.

Craig Lucas, Tower Manager, reported two laser events over the last ten days, two to three miles north/northwest of the Airport. More events occur around Christmas due to lights on people's homes. Tower staff is working as one crew again and training again.

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

There were 19,021 passengers in October 2020, a decrease of 55.7% from 42,952 in October 2019. Year-to-date, through October the Airport had seen 166,658 passengers, a decrease of 58.8% from 404,933 in 2019. The Airport did see more passengers in October than in September.

Alaska Airlines continues to offer one flight per day to each of their five markets. American Airlines is offering one flight per day to each of their two markets. United Airlines operations out of the Airport are currently suspended with the intent to resume at the end of March 2021.

Delaney asked if the Airport would see the max jet once it was back in operation. Stout said that Alaska may operate it out of the Airport to offer service to Hawaii, which has been in discussion for the last several years. But it could be a while before the carriers begin operating the max.

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

- **Gate 2/ TSA Check Point Move:** Checkpoint is in full operation. Second check-in line is not yet open. Security is more efficient and passengers have a better experience. Working on closeout and should be completed end of year. May be about \$20,000 over bid amount.
- **Terminal Improvement:** Groundbreaking ceremony was on November 9. Path is being upgraded to accommodate the relocated bag claim (next three weeks) and the new baggage claim area should open end of December. Will start work on the front of the terminal in spring. Hayssen commented on the article in the Press Democrat regarding the improvement and modernization.
- **Generator:** Should have bid numbers end of year, start work in February and complete in spring.
- **Fence Environmental:** Finalizing draft environmental assessment.
- **Airport Management Software:** Kicked off training. Once software is online the Airport will offer a tenant portal for submission of work orders, payments, etc.
- **AirBadge System:** Some issues with the roll out. Already having success with auditing. All personal information of badge holders is kept off servers and secure offline.
- **Consolidated Rental Car Facility:** Project continues to move along slowly. Wrapping up term sheet to take to the Board of Supervisors in January or February 2021. Construction will start in two or two-and-a-half years. The cost of this project will be covered by fees paid by the car rental agencies.
- **Replacement Fire Trucks:** We will receive a grant this year to replace the 25-year-old Oshkosh. The Airport's primary truck also needs to be replaced per Federal Aviation Administration (FAA) regulations as it's 15 years old, and will be the secondary vehicle.
- **Taxiway Alpha Overlay:** Design process underway. Construction planned for summer 2022.
- **CPR Machine:** Working with the American Heart Association to install in gate.
- **Lactation Room:** Will likely build at Gate 2 and plan to have in place by summer 2021.

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

Stout reported that the FAA requested that the Airport complete its draft proposal, finalize, and officially submit. Stout shared a graphic and reviewed the proposed modifications and recommendations from the FAA. Commission and RSAT team will receive more information as the Airport prepares to submit its proposal.

#### **F. Sheriff's Garden/Jail Facilities**

This item remains on the agenda pending an update.

#### **G. COVID-19 Update**

The Airport has received the Airport Council International Health Accreditation and will be issuing a press release so that people know that if they need to travel, the Airport is safe environment.

Airport staff placed high tops and chairs in the main lobby for passengers to use for seating and eating to-go food from the restaurant.

#### **ACTION ITEMS:**

None.

**DISCUSSION ITEMS:**

**A. Noise Abatement Update**

The Noise Abatement Workgroup does not have update at this time.

Stout reports that the Airport is planning to move toward the modification of the current website into three separate websites to serve stakeholders: one for passengers, one for pilots and the aviation community, and one for Airport neighbors. The neighbor website will focus on the Airport's immediate surrounding neighbors, including hosting the noise complaint form and the neighbor guide. Hayssen commented that it would be useful to have a space to educate the public about the Airport's efforts and about airspace.

Stout also reported a productive discussion with a private firm regarding the design of a new approach to and departure from Runway 14 along with updating Runway 32 approaches to use an optimized approach. Once the proposals are received, the Airport will evaluate costs and decide how to move forward. The Airport can complete and publish the new designs, and then once they are approved by the FAA they can be made public. This method should be much faster than going through FAA and will allow the Airport to maintain more control over the details of the approaches and departures.

**B. Neighbor Guide/Community Information**

Stout reported that the Airport Neighbor Guide has not been updated since 2018 and is out of date. He would like to coordinate the update of the Guide with the recommendations of the Noise Abatement Workgroup and will continue to keep the Commission updated.

**NEW BUSINESS:**

Duste requested clarification on the Airport's process for charging landing fees. Stout stated that a third party vendor called Vector uses cameras to capture aircraft numbers and then bills aircraft owners accordingly. The Airport pays a 15% fee to Vector and before the pandemic averaged revenue of \$8,000 to \$10,000 per month in landing fees. Aircraft that is non-commercial and weighs under 12,500 pounds are not billed.

**PUBLIC COMMENT:**

None.


**COMMISSION COMMENTS:**

McCord stated that he had received another letter regarding a complaint made about his aircraft operation. The complaint was from Cloverdale area. Commissioners and Stout discussed the increase in complaints regarding operations from the Cloverdale airport.

**ADJOURN:**

*McCord moved with support from Delaney to adjourn. All Ayes.* Meeting adjourned at 9:30 a.m.

Respectfully submitted,

  
Jon Stout, AAE, CAE  
Airport Manager