

**SONOMA COUNTY**  
**AVIATION COMMISSION**  
 Minutes of the May 21, 2020 Meeting

*This meeting was conducted virtually over WebEx.*

**CALL TO ORDER:**

Marlon Young called the meeting to order at 8:05 a.m.

**COMMISSIONERS PRESENT:**

Marlon Young, Larry Carrillo, Art Hayssen, Tim Delaney and Del Starrett.

**Absent:** Jim McCord.

**APPROVAL OF MINUTES:**

*Carrillo moved with support from Delaney to approve the February 20, 2020 Aviation Commission Minutes.*

**All Ayes:** Motion Carried.

**AIRPORT MANAGER REPORT:**

**A. Complaint Update**

Stout reported there were 58 aircraft related complaints in February from 18 individual complainants, an increase of 867% from 6 complaints received in February 2019. The Airport did not receive any non-aircraft related complaints in February 2020.

<b>Airport ID</b>	<b>Category</b>
2020-029	Noise
2020-030	Low altitude
2020-031	Noise
2020-032	Noise
2020-033	Noise
2020-034	Noise
2020-035	Noise
2020-036	Non-Airport related
2020-037	Non-Airport related
2020-038	Noise
2020-039	Noise
2020-040	Non-Airport related
2020-041	Noise
2020-042	Noise
2020-043	Noise
2020-044	Noise
2020-045	Low altitude
2020-046	Low altitude
2020-047	Noise
2020-048	Noise
2020-049	Noise
2020-050	Noise

<b>Airport ID</b>	<b>Category</b>
2020-051	Noise
2020-052	Low altitude
2020-053	Noise
2020-054	Maneuver
2020-055	Noise
2020-056	Noise
2020-057	Noise
2020-058	Other
2020-059	Noise
2020-060	Noise
2020-061	Noise
2020-062	Low altitude
2020-063	Low altitude
2020-064	Noise
2020-065	Noise
2020-066	Low altitude
2020-067	Noise
2020-068	Low altitude
2020-069	Noise
2020-070	Noise
2020-071	Noise
2020-072	Noise

Airport ID	Category
2020-073	Noise
2020-074	Noise
2020-075	Noise
2020-076	Noise
2020-077	Non-Airport related
2020-078	Non-Airport related
2020-079	Noise

Airport ID	Category
2020-080	Non-Airport related
2020-081	Other
2020-082	Noise
2020-083	Noise
2020-084	Noise
2020-085	Noise
2020-086	Non-Airport related

Stout reported there were 84 aircraft related complaints in March from 18 individual complainants, an increase of 764% from 11 complaints received in March 2019. There was one non-aircraft related complaint in March regarding unavailability of taxi service at Airport on March 14.

Airport ID	Category
2020-087	Non-Airport related
2020-088	Noise
2020-089	Noise
2020-090	Noise
2020-091	Noise
2020-092	Noise
2020-093	Noise
2020-094	Noise
2020-095	Noise
2020-096	Noise
2020-097	Noise
2020-098	Noise
2020-099	Noise
2020-100	Noise
2020-101	Noise
2020-102	Noise
2020-103	Noise
2020-104	Noise
2020-105	Noise
2020-106	Noise
2020-107	Non-Airport related
2020-108	Noise
2020-109	Noise
2020-110	Non-Airport related
2020-111	Noise
2020-112	Noise
2020-113	Noise
2020-114	Noise
2020-115	Noise
2020-116	Noise
2020-117	Noise

Airport ID	Category
2020-118	Noise
2020-119	Noise
2020-120	Noise
2020-121	Noise
2020-122	Noise
2020-123	Low altitude
2020-124	Noise
2020-125	Low altitude
2020-126	Noise
2020-127	Noise
2020-128	Noise
2020-129	Noise
2020-130	Noise
2020-131	Noise
2020-132	Noise
2020-133	Noise
2020-134	Noise
2020-135	Noise
2020-136	Noise
2020-137	Noise
2020-138	Noise
2020-139	Noise
2020-140	Noise
2020-141	Noise
2020-142	Noise
2020-143	Noise
2020-144	Noise
2020-145	Low altitude
2020-146	Noise
2020-147	Noise
2020-148	Noise

Airport ID	Category
2020-149	Noise
2020-150	Noise
2020-151	Low altitude
2020-152	Noise
2020-153	Non-Airport related
2020-154	Non-Airport related
2020-155	Non-Airport related
2020-156	Non-Airport related
2020-157	Noise
2020-158	Noise
2020-159	Noise

Airport ID	Category
2020-160	Noise
2020-161	Noise
2020-162	Noise
2020-163	Noise
2020-164	Noise
2020-165	Noise
2020-166	Noise
2020-167	Low altitude
2020-168	Noise
2020-169	Noise
2020-170	Noise

Stout reported there were 63 aircraft related complaints in April from 18 individual complainants, an increase of 142% from 26 complaints received in April 2019. The Airport did not receive any non-aircraft related complaints in April 2020.

Airport ID	Category
2020-171	Non-Airport Related
2020-172	Noise
2020-173	Noise
2020-174	Low altitude
2020-175	Noise
2020-176	Noise
2020-177	Noise
2020-178	Low altitude
2020-179	Noise
2020-180	Non-Airport Related
2020-181	Non-Airport Related
2020-182	Non-Airport Related
2020-183	Noise
2020-184	Non-Airport Related
2020-185	Noise
2020-186	Noise
2020-187	Noise
2020-188	Non-Airport Related
2020-189	Noise
2020-190	Noise
2020-191	Other
2020-192	Noise
2020-194	Noise
2020-195	Noise
2020-196	Noise
2020-197	Low altitude
2020-198	Noise

Airport ID	Category
2020-199	Low altitude
2020-200	Low altitude
2020-201	Noise
2020-202	Noise
2020-203	Noise
2020-204	Non-Airport Related
2020-205	Noise
2020-206	Noise
2020-207	Non-Airport Related
2020-208	Noise
2020-209	Non-Airport Related
2020-210	Other
2020-211	Noise
2020-212	Noise
2020-213	Noise
2020-214	Noise
2020-215	Noise
2020-216	Noise
2020-217	Noise
2020-218	Low altitude
2020-219	Noise
2020-220	Noise
2020-221	Maneuver
2020-222	Non-Airport Related
2020-223	Non-Airport Related
2020-224	Noise
2020-225	Low altitude

Airport ID	Category
2020-226	Maneuver
2020-227	Noise
2020-228	Non-Airport Related
2020-229	Noise

Airport ID	Category
2020-230	Noise
2020-231	Noise
2020-232	Noise
2020-233	Noise

Year-to-date at the end of April, 2020, the Airport received 233 complaints, an increase of 375.5% from 49 in 2019.

Hayssen mentioned that he compared the information included in one of the complaints received in February with information available through Flight Aware and found a large discrepancy. Different tracking software seems to provide different data.

Delaney asked about complaints and individual complainants. Stout said that people complain more than once; for example, in March the Airport received 84 complaints from 18 individuals. Delaney asked if the low altitudes tracked were in flight pattern and Stout responded that yes, they were, on arrival.

Stout and the Commissioners discussed possible reasons for the high number of complaints. People have been home more due to the stay-at-home order. The Airport may be top-of-mind and so people are more likely to file complaints. Complaints made by an individual in Penngrove constitute a large percentage of those received each month.

Stout reported that the Airport has been providing summaries of complaints received to the airlines on a monthly basis. Currently, Stout has a meeting scheduled with United Airlines to discuss 2019 complaints. Staff is in the process of scheduling meetings with Alaska and American Airlines. Letters are also sent to non-airline operators informing them of complaints received by the Airport. Young stated that he had received a call from a pilot who received such a letter and had a positive experience calling Airport staff to discuss it. Letters to pilots are meant to be informative, not punitive.

The Airport has ordered an additional sensor to augment ADSB signals that will provide more and more accurate tracking of aircraft. Under the current stay-at-home order, Vector is unable to install this equipment. Once the order is lifted, the sensor will be installed. The Noise Abatement working group, which is tasked with rewriting the Airport's Noise Abatement Guide, will meet soon virtually. The restrictions on in-person meetings may complicate the process of the rewrite.

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

There were 6,244 operations in January 2020, an increase of 6.6% from 5,860 in January 2019.

There were 6,607 operations in February 2020, an increase of 31.2% from 5,035 in February 2019. Year to date, at the end of February there had been 12,851 operations, an increase of 18% from 10,895 in 2019.

There were 5,365 operations in March 2020, a decrease of 21.9% from 6,869 in March 2019. Year to date, at the end of March there had been 18,216 operations, an increase of 2.5% from 17,764 in 2019.

Craig Lucas reported that the tower hours have been reduced to 8:00 AM to 4:00 PM and staff are working adjusted shifts to maintain consistent groups and social distancing. Lucas stated that increases in GA and/or airline traffic would lead to the expansion of these hours.

Josh Hochberg from Sonoma Jet Center stated that he believed the tower was needed until at least 6:00 or 7:00 PM. He reported a specific incident of confusion between pilots arriving to the Airport along with an Operations

vehicle on the runway. Lucas stated that he would listen to the recording from the time period of the incident and Stout stated he would ask Operations to do a refresher training regarding vehicles on the runway.

### C. Airline Update

There were 37,228 passengers in February 2020, an increase of 43.1% from 26,019 in February 2019. Year-to-date, at the end of February the Airport had seen 74,040 passengers, an increase of 36% from 54,437 in 2019.

There were 19,735 passengers in March 2020, a decrease of 39.7% from 32,712 in March 2019. Year-to-date, at the end of March the Airport had seen 93,775 passengers, an increase of 7.6% from 87,149 in 2019.

There were 1,407 passengers in April 2020, a decrease of 95.9% from 34,056 in April 2019. Year-to-date, at the end of April the Airport had seen 95,182 passengers, a decrease of 21.5% from 121,205 in 2019.

Stout reported that the dynamic nature of the stay-at-home order and coronavirus pandemic means that airline operations are unpredictable. Alaska is currently operating three flights per day. American is operating flights to Dallas and to Phoenix. United is flying to SFO three times per week. However, all three airlines are also doing day-by-day cancelations. American will suspend Dallas in June and there is a chance that United will be suspending SFO.

### D. Projects Update

- **Modular Tent Expansion:** The project has been accelerated due to reduced construction constraints and should be delivered about 3 weeks early. Electrical is in process now. Sewer and water have been completed. Due to the current flight schedule, the cutover on power and data was able to occur during the day and was quick and successful. In 2-3 weeks we will start seeing the steel framing go up for the tent. The TSA changeover will take place in early August and the second lane equipment should be available.
- **Terminal Improvement:** The Airport received the guaranteed maximum price and submitted that to the FAA for the final grant. The contractor will now start soliciting subcontracts. This item will go to the Board of Supervisors on September 1. Starrett asked about the financing for the project given the current downturn. Stout stated that right now all was on track. By July the Airport should have all grants in place and even be able to reduce the duration of the project by a few months.
- **Solar Panels in Parking Lot B:** The Airport has submitted an official appeal to the FAA regarding the glare study.
- **Airport Management Software:** After a delay, moving forward again and planning to go to the Board of Supervisors in July for contact approval.
- **Parking Lot Management:** The Airport has closed Long Term A lot to do crack seal and seal coat. The Short Term Lot will also get a crack seal and seal coat in 2-3 weeks.
- **Perimeter Fence:** The fence environmental is about 75% complete. Five areas need to be enclosed and impact riparian areas.
- **Staffing:** One member of the maintenance staff has transferred to roads and there is not yet a timeline for filling this position. Recruitment for the Office Assistant II for the administrative office is also on hold.
- **Badging:** Throughout the current crisis, the Airport has continued to look for ways to minimize person-to-person contact. The Airport is working to automate the badging process as much as possible. Daaboul provided an overview of Air Badge and the streamlining of the process. The Airport is pioneering this method. Badge auditing can be done with a single click. Authorized signers will be able to check remotely who has completed the audit. The Airport is working to add Security Identification Display Area (SIDA) training to its online training options. TSA is looking for two-factor authentication in this case. TSA has been very receptive of this use of available technology. Air Operations Area (AOA) badge holders will now be able to submit applications online and then show their required forms of identification when they come to the office (one point of contact only). The Airport is submitting its Airport Security Program (ASP) amendment to TSA for review this week. Hayssen stated that he had successfully renewed his badge this way without complication.

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

The Airport's modification to standard request for painting is still with the FAA. This matter will remain on the agenda while pending.

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

Stout reported that the Airport had come to an agreement with the Sheriff on the fair market value rate before the stay-at-home order was issued. An MOU has been drafted and is under Counsel's review.

**G. Grants Update**

The Airport has received the \$10 million supplemental grant for phase I of the terminal project. The final grant application for \$13.5 million was submitted to the FAA on May 5. This grant will be about a million dollars higher than the original estimate due to the FAA covering the 10% match requirement on grants as part of the CARES Act. The total cost of the project will be just over \$30 million.

Also as part of the CARES Act, the Airport executed a \$19.66 million grant with the FAA to pay for operational costs and debt service.

Young asked what protections were in place to ensure that the CARES Act grant was kept apart from other County funds. Stout stated that the CARES Act money must be used for Airports and is clear in the grant agreement and the Airport has its own electronic fund account.

**ACTION ITEMS:****A. Establish FY 2020/21 Meeting Calendar:**

*Hayssen moved with support from Delaney to establish the following Aviation Commission meeting dates for Fiscal Year 2020/21 unless otherwise needed: July 16, 2020; August 20, 2020; September 17, 2020; October 15, 2020; November 19, 2020; December 17, 2020; January 21, 2021; February 18, 2021; March 18, 2021; April 15, 2021; May 20, 2021; June 17, 2021. All Ayes: Motion carried.*

**B. Selection of FY 2020/21 Chair and Vice Chair:**

*Hayssen moved with support from Carrillo to appoint Young as Chair and Hayssen as Vice Chair. All Ayes: Motion carried.*

**DISCUSSION ITEMS:****A. Airport COVID-19 Response:**

Stout reported that in the terminal, the Airport has posted additional COVID-specific signage, increased cleaning frequency and updated cleaning methods. More hand sanitizing stations have been added. Shields have been installed at counters. Social distancing markers are scheduled to be delivered. Reviewing touchless tech options, including eliminating or automating doors. Running air scrubbers and working on new filtering for terminal, replacing the existing with better filters where we can and looking at additional installs.

At the office, masks are required. Staff have been performing self-assessments. Yesterday, the Airport started employee screening (taking temperatures upon arrival to work) and implemented the use of an app for self-assessment. Any person coming into office space will have their temperature taken. Anyone entering into the lobby will provide their name and contact information for contact-tracing. Airport office employees continue to telework when able. Two employees are doing full time telework and several are doing a combination of telework and in-office work. We are working toward as much automation as possible to reduce the number and time of exposures.

Due to the finalization of the CARES Act grant, the Airport is offering assistance to its business partners including rent deferrals and some fee waivers. Fee increases have been suspending for the next fiscal year. Delaney asked for more details on the deferrals and waivers. Stout reported that they are mostly for business partners at the Airport. GA tenants are also being offered deferrals on a case-by-case basis. So far very few hangar tenants have

requested relief. Hayssen asked if Stout has seen any trends on hangar rentals. Stout reported that they have stayed steady.

Delaney asked if members of the public are being asked to wear masks in the terminal. Stout stated that signage asking the public to wear masks is posted at terminal but, as of yet, enforcement has been mild. A person may have certain medical needs that could prevent them from wearing a mask. The Airport has obtained additional surgical masks that have been provided to airlines and to TSA for the public.

#### **B. Work Order Review and Update:**

Stout stated that the current work order system was implemented about a year and a half ago. He thought it may be helpful to present the Commission with a monthly update on maintenance actualities.

Daaboul stated that work orders are sorted into two main categories: those mandated by the FAA as relevant to Part 139 (related to commercial air service) and those that are non Part-139 related. In the Airport's work order system App 139, priorities are marked as Part 139, Emergency, High, Medium, Low, and Tenant Priority. Tenant Priority is considered a high priority. The system is directed primarily toward Part 139 work orders, but Airport staff have incorporated others.

Daaboul presented the work order reports from January to March 2020.

Young asked what priority the Apron F gate was designated. Daaboul responded that it was an emergency priority, but the Airport had to receive County approval for a parts purchase to repair the gate. Electronic Innovations did not have the part on hand (the issue was a catastrophic failure). While the gate remained broken, Operations staff stayed available to let tenants into and out of the gate.

Daaboul presented the work order report from March 2020. Stout stated that in March Operations staff were able to step in to help Maintenance staff with work orders. There is work to be done on data collection and the system, including the time it takes to complete a work order. Each work order counts as one unit, although some may take four days to complete while other take only fifteen minutes. GA still a big part of Airport activity and the Airport wants to be able to show that this work is being performed.

Young commented that he found the reports helpful for understanding the demands on staff time and where Airport resources are going.

#### **NEW BUSINESS:**

No new business at this time.

#### **PUBLIC COMMENT:**

Josh Hochberg provided comment. He thanked Airport management for their leadership during this challenging time. Sonoma Jet Center has been using GA aircraft to work with Canine Companions for Independent Living and he asked that the Commissioners recommend the organization to their contacts.

Rick Duste, a member of the Petaluma Airport Commission, provided comment. He stated that a new airport manager is coming on in June. The Petaluma airport has been replacing runway lights with LED lights and the field is closed at night until that project is completed.

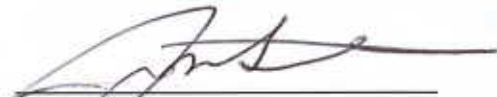
#### **COMMISSION COMMENTS:**

Hayssen commented that he is resuming the Aviation Safety Program Wings Seminar next week. Virtual meeting will continue until we are able to reconvene in person. Any pilots interested in a refresher on mountain flying are invited to join. Bush flying in the back country will be addressed as a follow up topic.

**ADJOURN:**

*Starrett moved with support from Delaney to adjourn. All Ayes.* Meeting adjourned at 9:36 a.m.

Respectfully submitted,



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Jon Stout, AAE, CAE  
Airport Manager