

Draft Minutes of the
Airport Advisory Commission for the Napa County Airport
Meeting of June 1, 2020

<u>Members</u>	<u>Representing</u>	<u>P</u>	<u>A</u>
Todd Walker	Public Member	✓	
Kristen Hannum Gregory	N.A.P.A.	✓	
Jack Bergin	Public Member	✓	
Carl Bunch	Public Member		✓
Ronald Kraft	Local Education Industry	✓	
John Kempkey	Chamber of Commerce	✓	
Christian Palmaz	Wine/Hospitality Industry	✓	
Andrew Mazotti	Planning Commission Liaison		✓

Attendees

Greg Baer, Airport Manager	Leigh Sharp, Deputy Director, Public Works
Steve Lederer, Director of Public Works	Kathy Wagenknecht, Airport Staff Analyst
Carrie Campbell, Lynx FBO Network	John McDowell, Principal Planner, PBES
Robert Shelton, ATC Tower	Dustin Leno, Assistant Airport Manager
Belia Ramos, 5 th District Supervisor	

Chair Walker called the June 1, 2020 Teleconference (Zoom) meeting of the Airport Advisory Commission (“AAC”) to order at 12:15 p.m.

- 1) **Public Comment** – Assistant Airport Manager Leno read an email from George Bachich asking about the Port-a-Port hanger that he has requested and if it was granted. Airport Manager Baer commented that he was working directly with George Bachich on this. David McCallum asked about plans to have secondary access to the Airport. Airport Manager Baer commented that he is working with the Napa Logistics Park developer who was conditioned to provide an airport access point. It is expected this work will occur in late summer 2020.
- 2) **Approval of Previous Meeting Minutes** – The Minutes of the February 3, 2020 AAC meeting were approved.
- 3) **Air Traffic Manager Update** – Robert Shelton, acting ATCT Manager, commented that the new manager will be arriving in late July. He said that the tower is on reduced hours, due to COVID-19, and open from 9am-5pm. He also mentioned that traffic is way down.
- 4) **ALUC Update** – John McDowell commented there are four items to discuss. First, the ALUC and Planning Commission approved the Solar Project off of Soscol Ferry Road which is very close to breaking ground. Second, John commented that over by Eagle Vines Golf Course, there are two telecom facilities being replaced with faux tree telecom towers. Third, he stated that the old Victorian house on the corner of Devlin and Airport Roads, is proposed to change from offices to a café/wine tasting use. That item will be going to BOS in June. Lastly, John commented that there is a new project with American Canyon, an annexation of the land around Watson Lane and Paoli Loop Road. There is no new land uses being proposed, simply moving forward with past agreements between the County and City on the urban limit line, however the item is subject to Airport Land Use Commission review. He mentioned that the next regular meeting is scheduled for August.

5) Fly-A-Leader Subcommittee Update- Commissioner Palmaz commented that there has been no progress since February. The subcommittee met a few times and had made some plans but since then COVID 19 happened and everything has been put to a halt. He commented that some businesses that were on the radar have since filed for bankruptcy. Commissioner Palmaz suggested that when businesses start to re-open to have something virtual? Airport Manager Baer commented to keep this on the agenda, but hold off on planning until further notice, and to re-evaluate in a few months.

6) Formation of Noise Working Group- Airport Manager Baer gave an overview of this group, and mentioned that it is important, and that forecasting the air traffic coming back, to forming a group that would help with some best practices, tools, etc. to assist with noise. Commissioner Palmaz, and Commissioner Hannum-Gregory volunteered, and Chair Walker nominated Carrie Campbell. Commissioner Bergin moved to approve, Commissioner Kraft second. The motion was approved with a unanimous vote.

7) Airport Engineering Project Status Report –

Taxiway H, Segment 1 Reconstruction: Airport Manager Baer commented the design is complete. The project has been out to bid and goes to the BOS next Tuesday to award the contract to DeSilva Gates Construction. He mentioned that this is a 100% grant funded project and will receive the grant from the FAA in 30 days or less. Construction to start mid to late summer and then complete in the fall.

8) Airport Manager's Update –

Airport Gate Rules: Airport Manager Baer commented that the focus has been on security and gate procedures. Reminding everyone to when you go through a gate, to make sure the gate closes behind you to prevent people from tailgating or getting in without permission. He mentioned there was an incident recently and therefore focusing on the general airport safety, and referenced an email blast that was recently sent out as a reminder to all tenants.

Terminal Area Forecast for Napa: Airport Manager Baer updated that Napa County Airport now has the National Weather Service Terminal Area Forecast active and has been getting a lot of great feedback. Moving forward, with the partnership with the National Weather Service, is a weather webcam, which would help with real time weather.

FBO Request for Proposals/1950 & 2000 Airport Rd: Airport Manager Baer stated that due to COVID-19 the due date for proposals has been pushed out to July 17.

Effects of COVID-19: Airport Manager Baer updated that 46% of Airport revenues comes from user fees, including overnight parking fees, landing fees, etc. And the last 2 months due to COVID-19, revenue is decreased by 80%.

9) Commercial Tenant Updates –

Lynx FBO Network- Carrie Campbell commented there was an increase in departures from April to May, which is good news. They have been on reduced hours, but looking to extend hours next week, which allows more staff to come back to work. Carrie mentioned that the MRO is staying busy, and booked thru July. She also stated that the flight school had a short closure, but now has resumed business.

Chair Walker asked about the restaurant and what's going on. Airport Manager Baer answered that the new owners are still working on a plan, but due to COVID-19 complications, didn't have a date to re-open at that time.

10) Commissioner Comments –

None

Adjourn to next regular meeting on August 3, 2020