

Draft Minutes of the  
Airport Advisory Commission for the Napa County Airport  
Meeting of February 3, 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	Belia Ramos, 5 <sup>th</sup> District Supervisor
Steve Lederer, Director of Public Works	Leigh Sharp, Deputy Director, Public Works
Carrie Campbell, Lynx FBO Network	Kathy Wagenknecht, Airport Staff Analyst
Gabby Kendrick, Tower	John McDowell, Principal Planner, PBES

Chair Walker called the February 3, 2020 meeting of the Airport Advisory Commission (“AAC”) to order at 12:15 p.m.

- 1) **Public Comment** – George Bachich talked about his want of building a port-a-port at the Airport for a new plane he has acquired. Chair Walker talked about the master plan and how things have changed since that was published. Steve Lederer commented that currently the resources are focused on the FBO RFP right now, as well as other items, and so there is no guaranteed time frame to when this can be addressed.
- 2) **Approval of Previous Meeting Minutes** – The Minutes of the December 2, 2019 AAC meeting were approved.
- 3) **Air Traffic Manager Update** – Nothing to report. Airport Manager Baer commented that Sandy Holcomb, the Tower Manager will be leaving APC in May for another opportunity with the FAA.
- 4) **ALUC Update** – John McDowell commented there is no pending business for February. The Board of Supervisors adopted the Renewable Energy Ordinance the past Tuesday, which allows the things like solar panels and other renewable energy resources within our industrial park.
- 5) **Formation of Fly-A-Leader Subcommittee** - As a follow up to the last meeting, Airport Manager Baer suggested the formation a three-person subcommittee. Ultimately that subcommittee will work with Airport and Napa Chamber staff to be the voice of the Commission to help find the right people for the experience, provide education about the Airport, as well as assisting with volunteer pilots. Commissioner Palmaz, Commissioner Hannum Gregory, and Commissioner Kempkey all volunteered for the subcommittee. There was a unanimous vote in favor of the new subcommittee members.

## **6) Airport Engineering Project Status Report –**

Taxiway H, Segment 1 Reconstruction: Airport Manager Baer commented they were in the design for the next Capital project which had secured FAA grant funding. The 90% plans are expected within a week or so. He mentioned that the FAA has programmed \$2.9 million to the Taxiway H project. The project will be going out to bid on May 1<sup>st</sup> and hope to start construction in the summer of 2020.

## **7) Airport Manager's Update –**

Highway Sign: Airport Manager Baer commented that there is a stand still on the sign due to trying to contact the property owner and no response back. At this point, there is not much else that can be done by the Airport Manager seat. Steve Lederer commented that in the long term perspective Caltrans has plans of improving that intersection and to contact them to get a sign in the works with those plans.

FBO Request for Proposals/1950 & 2000 Airport Rd: Airport Manager Baer stated that they are currently at the next milestone of the second set of questions, which are due on February 5<sup>th</sup>, and then the responses are due back on February 28<sup>th</sup>. Things are ongoing and on schedule at this point. Commissioner Hannum Gregory asked if there was things they could see about the FBO RFP, and Airport Manager Baer responded that the link he provided is where anything public can be viewed.

Commissioner Bergin commented about the restaurant history and how he feels it's an essential business and that he hopes that the FBOP RFP configuration is a part of that.

Staffing Update: Airport Manager Baer updated that Liz Habkirk has moved on to City of Napa, and introduced Leigh Sharp as the new Deputy Director of Public Works, General Services.

Airport Manager Baer commented that the Airport occasionally gets calls about low flying airplanes, noise, etc. With upcoming development projects, he mentioned a working group starting with Airport Management with outreach with the intent to be better neighbors, and may need some others to assist in the group.

## **8) Commercial Tenant Updates –**

Lynx FBO Network- Carrie Campbell commented there is a big event coming up, the first of the year, and looking to be busy during that. She mentioned they are in negotiations with a new tenant with a G650 to put in their hangar. She also commented that their maintenance operation is booked through March.

Smith Aviation- Kimberly Smith commented that they have new instructors coming on for Spring/Summer. The simulator will be arriving in a week. She also mentions that they have been accepted as a Cessna Flight Center. Also, they are moving along with becoming a Part 141 school, which will allow for student loan opportunities.

## **9) Commissioner Comments –**

- Commissioner Hannum Gregory asked about internships, and summer jobs for kids under 18 years old and Supervisor Ramos commented that other departments have an internship program set up and that she can work with Greg on this about the possibility of doing a program at the Airport.
- Chair Walker commented that all Commissioners are all on the same page about the welfare of the restaurant and wanting the restaurant to succeed.

**Adjourn to next regular meeting on April 6, 2020**