Approved Minutes of the
Airport Advisory Commission for the Napa County Airport
Meeting of February 4, 2019

Members

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<tr>
<td>Todd Walker, Chair</td>
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<td>James &quot;Bo&quot; Barrett, Vice Chair</td>
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<td>Jack Bergin</td>
<td>Public Member</td>
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<td>Carl Bunch</td>
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<td>Tom Feutz</td>
<td>Public Member</td>
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<td>John Kempkey</td>
<td>Napa Chamber of Commerce</td>
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<td>Jim Lyon</td>
<td>N.A.P.A.</td>
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<td>Bruce McLean</td>
<td>Public Member</td>
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Attendees

Greg Baer, Airport Manager
Dustin Leno, Assistant Airport Manager
Liz Habkirk, Deputy Director, Public Works
Steve Lederer, Director, Public Works
Carrie Campbell, Lynx FBO Network
Kathy Wagenknecht, Airport Staff Analyst
Meghan Shackford, Airport Office Technician
John McDowell, Principal Planner, PBES
Mary Booher, Assistant County Executive Officer
Shane Shannon, FAA Tower Controller
Armando Sandoval, FAA Tower Supervisor
Kristen Gregory, Airport Tenant

Chair Walker called the February 4, 2019 meeting of the Airport Advisory Commission (AAC) to order at 12:15 p.m.

1) Public Comment – None

2) Approval of Previous Meeting Minutes – The Minutes of the November 5, 2018 AAC meeting were approved.

3) Chair Reports – None

4) Tower Update – Armando Sandoval commented that Andrew and Larson are new trainees. The tower is getting caught up with trainings and other items after the federal shutdown. He also mentioned that there were no incidents to report. Vice Chair Barrett asked about how they train about familiarization with the geographical area, and Mr. Sandoval responded that they teach about reporting points within the area to the new controllers during training.

5) ALUC Update – John McDowell stated that the Board of Supervisors needed the Commissions help with the applicant process for the vacant Airport Land Use Commission seat. The vacancy is for one of the two aviation expert seats. They are appointed by the BOS. There were 15 applicants, and the Board is seeking input from the Airport Advisory Commission. There is a proposed Special Meeting to be held at the BOS chambers, where the candidates can make a brief presentation, and then a vote would be taken to recommend three candidates to the BOS. Mr. McDowell proposed the date of March 4th at 1pm for the Special Meeting. Commissioner McLean recused himself, as he is one of the applicants for the vacant ALUC position. There were no objections to the March 4, 2019 date.
6) AAC Bylaws Update - Liz Habkirk thanked the Ad Hoc Committee for helping with the updates. She mentioned that the bylaws haven’t been updated in over 20 years and it was time to update with the timing of the entire policy updates as well. Ms. Habkirk was hopeful that the revisions were done in a way that will utilize the skills of the Commission with a focus to assist Airport Management and help grow the Airport. Ms. Habkirk went over the redline changes within the document, with the final draft being presented to the Board with the Commission’s recommendations on February 12, 2019. She mentioned that after Board adoption all Commissioner seats would be open and that staff would be able to help with the necessary documents, application, etc. for any commissioners who are interested in continuing on the commission. There was a motion from Commissioner Bergin to forward to the Board as written, with a second from Commissioner Bunch, no further discussion, and passed unanimously.

7) Primary Management & Compliance Documents – Airport Manager Baer commented that they are looking to bring the PMCD’s to the Board of Supervisors for adoption on February 12th. He went over the process and the potential future development of the Airport, and that the current policies (adopted in 1979) do not facilitate business growth at the Airport. The four core documents are comprised of the Rules and Regulations, Minimum Standards, Leasing/Rents and Fees Policy, and Development Standards. He stated that the process has been very public and transparent with involvement with the community and all stakeholders. Vice Chair Barrett made a motion to forward the PMCD’s to the Board for adoption, a second provided by Commissioner Bergin, no further discussion, and passed unanimously.

8) Airport Engineering Project Status Report – Airport Manager Baer updated the Commission that the Runway Project is currently within the winter shut down period with no physical work occurring on the runway. However, there is work being done with the FAA with notifications and planning for future phases, paperwork, etc. with the kickoff of the next phase starting March/April timeframe.

9) Airport Manager’s Update – Airport Manager Baer announced the passing of an important person at the Airport, Pradeep Panikar. His memorial service was held the previous Saturday at The Runway Restaurant which was standing room only.

Staffing: Airport Manager Baer stated that the Airport Division was fully staffed. The hiring process for the fourth Operations worker was completed and set to start on February 25. The fourth worker is in preparation for a future retirement.

Real Estate: Ms. Habkirk updated the Commission on the 1950/2000 Airport Road building. There is on-going follow up on some leads and waiting on a letter of interest from another group on taking over as a master tenant. Ms. Habkirk feels there has been some progress on the potential to lease the property and hopes in the next few months to have some more significant news to report.

Highway Sign: Airport Manager Baer commented that there is no current update, but still in discussion with the interested person.

FAAST Meeting: Airport Manager Baer informed of the FAA Safety Team meeting that was held the past December at the Airport. The tower staff gave a presentation on Runway Safety which was specific to safety considerations at this Airport, but also talked about overall Safety topics as well. There was a good turnout and feedback, and plan to continue to have the FAASTeam meetings held at the restaurant.

10) 2019 AAC Meeting Schedule- Chair Walker recommended that due to the Cesar Chavez holiday on Monday, April 1, that meeting be moved to Monday, April 8 instead. Commissioner Bunch motioned that the meeting be moved to April 8, a second provided by Commissioner Kempkey, and passed unanimously.
11) Commercial Tenant Updates

_Lynx FBO Network:_ Carrie Campbell gave quick update that their team is grieving the loss of Pradeep and thanked everyone for their support during this difficult time. Ms. Campbell stated that previous discussions with a flight school as a sub-tenant had ceased. However, they recently hired 1 full time flight instructor, and have 3 part time instructors. Currently have 15 students and will re-evaluate with another possible CFI if the demand is there with a possible partnership conversation. Ms. Campbell updated that recently their DOM (Director of Maintenance) had resigned, and hired a new DOM that started January 7, with a goal of growing the maintenance business.

12) Future Agenda Items
- Update on Bylaws
- Update on PMCD’s
- Airport Engineering
- Overview of Airport

13) Commissioner Comments – Commissioner Kempkey gave his appreciation for all the work done with the PMCD’s.
Commissioner McLean acknowledged Pradeep’s passing and gave compliments of his character and what a big part of the Airport he was and shared some memories.
Commissioner Bunch stated his learning of the Airport and staff, and his contribution made clearer.
Commissioner Lyon talked about his memories with Pradeep. And he also thanked Greg for his work done with the PMCD’s.
Commissioner Bergin talked about the Ad Hoc committee and the process where he learned a lot and enjoyed working with the staff. He also talked about memories he had with Pradeep.
Vice Chair Barrett echoed his colleagues’ sentiments and focused on his appreciation with the maintenance issue being resolved in a good way.
Chair Walker gave gratitude to the work done with the PMCD’s. HE also reminded to try and attend the Board meeting on February 12th and the special AAC meeting on March 4th. He asked about having a resolution for Pradeep at the next Board meeting.

Adjourn to special meeting on March 4, 2019 at 1pm and regular meeting on April 8, 2019.