Chair Walker called the April 29, 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 February 4, 2019 AAC meeting were approved.

3) Chair Reports – None

4) Tower Update – Sandy Holcomb gave and update that they have a second supervisor, Rob who is currently in training. Sandy also mentioned at the end of the meeting, that there is an Air Traffic Safety Risk Management Panel to be held on May 8th to review the ongoing construction project.

5) ALUC Update – John McDowell stated that the vacancy for the ALUC aviation expert was filled by Kirsten Bartok Touw. The ALUC has a special meeting set for 9am on June 5th for the Broadway Specific Plan in American Canyon. John gave an update about the direction from the Board of Supervisors for a solar ordinance, which will bring some changes within the business park around the Airport.

6) AAC Bylaws Update - Liz Habkirk provided highlights of the updates made to the documents after the feedback received from the Board of Supervisors on February 12th. One update made was that the direction to the Commission came from the Board of Supervisors explicitly, and another was to broaden the representation from just the Napa Chamber of Commerce to any local Chamber of Commerce. Ms. Habkirk then discussed the process if the updated Bylaws were approved at the May 7th BOS meeting. Once approved, the Clerk of the Board would move forward with a recruitment, with the current commissioners re-applying for the seats if interested. Ms.
Habkirk laid out that by the August AAC meeting date, the commissioners would be reconstituted with staggering terms.

There was a motion from Commissioner Barrett to recommend the Bylaws as presented to the Board for adoption, with a second from Commissioner Bergin, no further discussion, and passed unanimously.

7) Primary Management & Compliance Documents – Airport Manager Baer commented that there was feedback from the Board of Supervisors to make some changes after initially presenting them on February 12th. With the help from Ms. Habkirk, himself and County Counsel, they condensed, and made the documents clearer. Mr. Baer referred to some of the documents and gave examples of ways that they linked Federal and County policies into the documents to make more efficient. He mentioned that they updated to use existing County Codes instead of creating their own. Mr. Baer pointed out that no changes were made under the Hangar Activities and Maintenance Provisions. He also summarized changes made to Rules and Regulations and Minimum Standards. Mr. Baer stated many edits were made, however the overall direction of the policies remained the same as the initial documents brought to the Board. There was a motion from Commissioner Barrett to recommend the PMCD’s as presented to the Board for adoption, with a second from Commissioner Bunch, no further discussion, and passed unanimously.

8) Revisions to Airport Fee Policy – Airport Manager Baer provided red line documents that showed the changes to the Airport Fee Policy document. He talked about the changes, including the provision to waive parking fees by Airport Management for up to 2 nights under specific circumstances. Mr. Baer mentioned the cleanup of language and updating to be parallel with the proposed PMCD’s. Mr. Baer discussed the Commercial Operator Permit Fee which would be consistent with the proposed PMCD’s as well. There was a motion from Commissioner Feutz recommend the updated fees as presented to the Board for adoption, with a second from Commissioner Bunch, no further discussion, and passed unanimously.

9) Airport Engineering Project Status Report – Airport Manager Baer updated the Commission that the Runway Project is currently back under construction. Phase 2 started April 8th and concluded April 15th, a short phase that changed markings on Runway 18R/36L to be at the temporary shortened length of 4,146 feet. Phase 3 is currently underway which involves the closure of runway 6/24 and runway 18R/36L open at the reduced length. Most of the work is focused on runway 6 end where a section was removed, and where the new asphalt will conform to the existing concrete. He mentioned that the contractor is on schedule at this point. Mr. Baer stated that there are meetings on a regular basis that include safety as a main concern. Mr. Baer talked about the construction effecting aircraft traffic, which was expected, but emphasized that the Airport is still open throughout these phases.

10) Airport Manager’s Update –

Real Estate: Ms. Habkirk updated the Commission on the 1950/2000 Airport Road building, and a possible master tenant for the property. The County has received a letter of intent from an interested party, and essentially would create a 10 year lease to take over the entire facility as a master tenant and sublease it out, starting with aviation related uses. The lease would be brought before the Commission prior to the Board of Supervisors for approval.

Staffing: Airport Manager Baer introduced Ryan Taylor who was recently hired as an Airport Operations Worker. He also mentioned that staff has started to plan the Airport Day event for 2019, and the date set for September 7th. Mr. Baer commented that the Rusty Pilots seminar that was held at The Runway restaurant went well with 38 attendees, and that Assistant Manager Leno is working on future FASSTeam seminars.

Commissioner Feutz asked about the Airport sign and Mr. Baer responded that no real progress has been made at that point, but it is still on his radar.
11) Commercial Tenant Updates

Lynx FBO Network: Carrie Campbell introduced Kyle Parr, their new Operations Manager and gave a brief background about him. Ms. Campbell talked about their Flight School that is still operating and moving forward with a partner to operate that business potentially by June 1st. Currently there are 16 students enrolled.

12) Future Agenda Items
- Update on Bylaws
- Update on PMCD’s
- Airport Engineering
- Highway Sign

13) Commissioner Comments – None

Adjourn to regular meeting on June 3, 2019.