

Draft Minutes of the
Airport Advisory Commission for the Napa County Airport
Meeting of August 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 th District Supervisor
Steve Lederer, Director of Public Works	Leigh Sharp, Deputy Director, Public Works
Carrie Campbell, Lynx FBO Network	Kathy Wagenknecht, Airport Staff Analyst
Steven Scheuble, ATC Tower Manager	John McDowell, Principal Planner, PBES

Chair Walker called the August 3, 2020 Teleconference (Zoom) meeting of the Airport Advisory Commission (“AAC”) to order at 12:00 p.m.

1) Public Comment – None

2) Approval of Previous Meeting Minutes – The Minutes of the June 1, 2020 AAC meeting were approved.

3) Air Traffic Manager Update – Steven Scheuble introduced himself as the new Air Traffic Manager as of July 20th. He then gave an overview of his past work experience and commented that the tower is still on reduced hours.

4) ALUC Update – John McDowell commented that there is no business pending before the Airport Land Use Commission, and consequently the meeting set for August 5th has been canceled. Commissioner Palmaz asked if all the ALUC seats have been filled, and Mr. McDowell answered in the affirmative.

5) Fly-A-Leader Subcommittee Update- Commissioner Palmaz commented that there had been no progress with an onsite event. Commissioner Gregory suggested to hold off on planning right now due to COVID-19. Chair Walker agreed and said to keep this item on the October agenda and play it by ear until then.

6) Airport Engineering Project Status Report –

Taxiway H, Segment 1 Reconstruction: Airport Manager Baer commented that the Airport is still waiting on the FAA grant. He stated that the project won’t launch until spring of 2021. Manager Baer mentioned that the required FAA Safety Risk Management Panel had been completed.

7) Airport Manager's Update –

Staffing Update: Leigh Sharp updated that the Assistant Airport Manager, Dustin Leno had recently left his position. Additionally, the County has implemented a hiring freeze, but staff has requested to fill that position as soon as possible.

FBO Request for Proposals/1950 & 2000 Airport Rd: Leigh Sharp updated that the RFP's were due by July 17th. She commented that multiple proposals had been received and the review process that includes a pass/fail portion, then a panel evaluation, interviews, and reference checks had commenced. She anticipates staff would go to the Board of Supervisors in the Fall for further direction. Chair Walker asked about who will be a part of the panel, and Ms. Sharp responded that it will be a panel of five people from different fields. Commissioner Bergin asked about the Napa Register article referencing an applicant and their future plans at the Airport. Ms. Sharp responded that the County did not contribute to that article.

COVID-19 Update: Leigh Sharp updated that the 2000 Airport Road building that was set up to house people who were showing symptoms is no longer needed. She mentioned that the Airport's main terminal building is still closed to the public.

Commercial Transportation Program: Airport Manager Baer commented that the program content was developed by Dustin Leno and Meghan Shackford which includes the necessary details and protocols for the program. He went over the basics of the program, which incorporates a training video, an application process, and a smart phone app for the ground transportation companies to acquire before accessing the apron.

Fagan Creek: Airport Manager Baer showed a map of the Airport area and where Fagan creek is located. He mentioned that the creek runs along the eastern boundary of the Airport and goes under Taxiway K and runway 19R. There have been issues related to maintenance and safety because the creek does not drain as originally designed. He commented that they are working on a plan for sediment removal that will improve the flow and draining. Airport Manager Baer stated that the project is being done through a partnership between the Airport, the County Flood Control District, and the Napa Sanitation District and is anticipated to be completed by the end of summer. The portion that the Airport will be funding is from money distributed to the Airport from Measure A.

Overview of Hangar Policy/Waitlist: Airport Manager Baer gave a general overview of the hangar wait list process. The Hangar Policies can be found in appendix A-3 of the Leasing/Rents and Fees Policy. He commented that the hangar process starts with being added to the wait list, which is accomplished by completing an application requesting contact info, hangar preference, and aircraft information. Once a hangar becomes available, the applicants that list that specific hangar will be contacted via email and phone. Then once the person accepts the hangar, they will execute a license agreement, provide necessary insurance, and have a "meet and greet" meeting with Airport Management. He mentioned that the meet and greet goes over all different aspects of being a tenant, including rules, gate codes, possessory interest info, billing info, background about the Airport, groups, etc. Airport Manager Baer ended the topic by stating some Wait List average times to be offered a hangar: in 2018 the average wait time was 8.5 months, in 2019 was 16 months and thus far in 2020, it is 15 months.

8) Commercial Tenant Updates –

Lynx FBO Network- Carrie Campbell commented briefly that the business remains fluid, and up from April/May, but a decrease in business in June due to the closures again. The MRO is booked through September and they have hired another maintenance technician. Mrs. Campbell touched on the flight school and said they were closed for a short period of time but have resumed business. They are currently doing online ground school and conducting check rides.

9) Commissioner Updates & Announcements-

Commissioner Hannum Gregory talked about where to find information about the airport for tenants. It was agreed that Commissioner Hannum Gregory, Airport Manager Baer, and Carrie Campbell of Lynx would partner to develop something to help facilitate information dissemination.

Commissioner Palmaz asked about the Noise group, and any actions items. Airport Manager Baer commented no action items, but it will be coming back on the agenda as time permits.

Adjourn to next regular meeting on October 5, 2020