

# Yolo County Aviation Advisory Committee

May 12, 2016

The Aviation Advisory Committee (AAC) convened at Davis Flight Support located at 25170 Aviation Ave., Davis, CA 95616, Yolo County Airport May 12, 2016.

The following minutes are submitted for the Aviation Advisory Committee (AAC).

The following members were in attendance from the AAC.

**Present:** Gary Pelfrey (Chair), Patrick Scribner, Joel Larsen, James Hechtl

**Absent:** Stanley Maricich, Blake Jessen

**Staff:** Gary Engel, Anisa Vallejo

**1. Call to Order.**

Meeting called to order at 6:34 PM by AAC Chair Gary Pelfrey.

**2. Introductions.**

Members of AAC Board introduced themselves and a quorum was established.

**3. Public Comment / Announcements / Non-Agenda Items.**

Public: No comments.

Scribner, AAC Announced the Yolo County Sheriff's Aero Squadron was seeking to replace their current aircraft and there would be a fund raising event and fly in on Saturday May 21, 2016 from 9:00 AM to 3 PM at Yolo County Airport.

Pelfrey, AAC Announced there would be an annual storm water inspection on May 19, 2016 by Yolo County staff who would be inspecting storm drains and hangar buildings with no plans to enter hangars. He also noted that Davis Flight Support does receive hazardous waste from on airport non-business owners and aircraft based here. This includes small amounts of waste fuel, tires, batteries but no used oil. Pelfrey noted if anyone had waste they were not sure of how to handle to contact him and he would assist with information to properly dispose. Pelfrey noted he will be modifying the daily inspection scope of work and airport inspection checklist to add cleaning glide slope lights monthly along with inspection of the new gates and asked if anyone had anything they would like to suggest for the list. He received no suggestions. Pelfrey shared AT&T is about to complete pulling fiber optics to his location to increase bandwidth and it would be a good enhancement to the airport and local community.

**4. Approval of Agenda.**

a. Motion to approve the Meeting Agenda by Scribner and second by Larsen;

Motion passed.

AYES 4

NOES 0

ABSENT 2

ABSTAIN 0

**5. Approval of Minutes from February 11, 2016 AAC meeting.**

- a. Motion to approve the Minutes from February 11, 2016 AAC Meeting by Hechtl and second by Larsen; Motion passed.

AYES	4
NOES	0
ABSENT	2
ABSTAIN	0

**6. Introduction Anisa Vallejo – Airport Manager**

Pelfrey introduced the new Airport Manager sharing a brief bio and noting Anisa will be working at the airport from the Davis Flight Support location plus the County Administration Building. He noted she is now the main airport point of contact and that his scope of work with the airport had not changed and he was there to assist as he currently participates. Commented he was pleased the County had placed someone in this position and that the new Airport Manager was quickly getting involved. He was glad to see the additional support for the airport from the County.

Public: No comments.

**7. Hangar Inspection Update**

Pelfrey noted there is a planned inspection of the hangars at Yolo County Airport to comply with FAA policy on grant assurances along with compliance to items noted in ground leases such as spill kits and fire extinguisher(s).

Summarized steps as follows:

- a. Create a summary of FAA policy regarding confirmation that hangars are being used as directed in the grant assurances for the airport.
- b. Notify tenants via email and lay out the scope of the inspection along with who will be inspecting.
- c. Confirm keys for hangars the County has work and if they don't work acquire the correct keys.
- d. Notify tenants via email and follow up by phone.
- e. Contact fire department to confirm the date works so they can complete inspections while maintenance of the hangars is being completed.
- f. Notify tenants of inspection date(s).
- g. Inspect.

Summary of actions to ensure clear communication as to purpose of the inspections, who will be doing them and how this shared with tenants.

Public: Noted County has a right to inspect the hangars but not the fire department, why are they involved?

Engel: Noted fire department was assisting the County in this and within their scope and skills.

Public: Would like clarification prior to start on who will be doing the inspections.

Pelfrey, AAC: That was noted in my opening comments that fire department will be doing inspections.

Public: County has not kept up the airport and it has deteriorated in areas such as taxiways in hangar areas. Other areas have not been maintained also. Why are we starting off with hangar inspections as a priority when there are more important preventative maintenance activities that should get attention first such as paving, security, a formal maintenance plan and drainage? It seems unfair that we must comply with a hangar inspection when the County has not done their part to keep the airport maintained properly and that should be the primary focus. When the airport has been maintained properly with a plan we would be happy to comply with inspections.

Public: A list of issues should be addressed before inspections.

Public: Question if all hangar leases the same?

Engel: No not all leases are the same as they were created at different times with different terms.

Pelfrey, AAC: My suggestion is everyone with a lease should get it out and re-read it to refresh with the terms and conditions.

Public: Yes the tenant should understand the lease agreement and the County should also read and understand them too.

Pelfrey, AAC: While addressing Public comments regarding preventative maintenance items at the airport he shared there was an update meeting with the new Airport Manager a few days into her starting the position discussing preventative maintenance, its importance and the best methods to address airport items. There was clear agreement on the importance of a regular preventative maintenance program for the airport.

## **8. Fence Update**

Pelfrey reported the fence is wrapping up and the County has received quite a few signups for gate codes. A repair is taking place on the south end of the airport where the fence was struck by a hot air balloon. County staff and airport support have been learning how to program the gates which is rather complicated compounded by the fact it was discovered some of the electrical is not set up uniformly from gate to gate which impacts programming. The County is working with the contractor to get any issues taken care of quickly. The County is also looking into getting the existing fence repaired along County Road 95. There will be a notice sent when the gates will be closed, it's expected this will be in the month of June.

Public: Questions regarding preventative maintenance of the gates and fence and how will this be addressed.

Pelfrey, AAC: Noted discussions were taking place from regular gate inspections plus exterminator to deal with rodents, other pests and weeds that could damage motor and gate operations.

Public: Tennant noted that he had a camera turned towards the taxiway and was getting so many text alerts from traffic passing onto the airport on Friday and Saturday nights he turned his system off. He acknowledged he was a supporter for getting the gates closed and airport secured to better control this type of traffic.

#### **9. Taxiway Paving Rehabilitation Update**

Pelfrey reported the pavement rehabilitation is still being designed for elevation grades along with structural cross sections and the County hopes to receive this design work quickly for review. Laugenour and Meikle will be following up on the design schedule. Core samples have been taken from various locations on the taxiway to support the design and some of the larger pot holes have been filed. Questions coming up on aircraft size and weight to design the pavement for. County is seeking feedback from this committee and the public regarding this. Pelfrey noted pavement rehabilitation is getting a lot of action and just in the last few weeks alone there has been significant activity as the design moves forward.

Jim HechtI, AAC: It's important we get feedback from the group on this as an opportunity to get the needed information to best design. The area will be limited by the wingspan of the largest aircraft that can move through the area and the amount of times it will move through there.

Public: All intersection taxiways should at least match the weight limitations of the runway at 100,000 pounds.

Public: All the taxiways should match the weight limitations of the runway at 100,000 pounds.

Pelfrey, AAC: It's an important number to consider as the larger the weight bearing load the more it is going to cost to rehabilitate the pavement. We do not want to overdesign and apply cost not required.

Public: Spirited general discussion initiating from paying for upgrades like paving to the financial status of the airport to pay for these types of upgrades and where the funding comes from which was acknowledged as primarily FAA funding grants.

Chamberlain: Noted if you want to see more services to upgrade the airport as requested by many of the tenants more needs to be paid to support this. The amount people pay for rent and leases has been looked at and increases minimal which has an impact on improvements. Also noted that some of the smaller cities in the County, many times, have very pressing service issues for important infrastructure such as failing wells that simply get priority over airport needs. Noted airport increase of business would be beneficial for the County. Discussed he had looked at the airport budget in the past but still had questions and would like to look at the airport budget in more depth to see where long term improvements such as the well were in terms of paying it off and the impact on the budget.

Public: Asked questions which comes first upgrades to the airport to drive revenue or revenue which provides for upgrades. Spirited discussion on this question resulted from various Public.

Public: It would be good to see a detailed accounting of what the budget of the airport is and how much money comes in and where it goes out. In general, everyone realizes how property taxes and funds are distributed but seeing the detail would be beneficial.

Public: Discussion of various information coming from budgets in the Sacramento County Airport System. Agreement that recent meetings have been productive allowing for more focus and understanding of the budget and how it impacts the airport and time to relook at it.

Public: More questions raised on status of projects, if they have been paid for, how does the on airport farming money impact the budget, what are the property taxes, what does it cost to operate airport and is there additional FAA grant money available.

Pelfrey, AAC: I would like to ask the Airport Manager to provide budget information that could be reviewed and presented at our next meeting. The group has an interest and would like to better understand the financials of the airport. Understanding them better gives us a better ability to understand where funds come from, how to operate the airport more efficiently and how to turn the airport into a more productive asset for the community and County overall. This information can also help us to prioritize the required improvements airport users and tenants seek. Question directed to Anisa Vallejo Airport Manager if she could please provide basic information on the budget and costs of the airport so we could review by our next scheduled meeting on August 11, 2016.

Vallejo: Acknowledged she would seek information to support this request.

#### **10. Powered parachute Ad-Hoc Committee Update**

Pelfrey reported an Ad-Hoc team did meet to discuss powered parachutes with a member of the Plainfield Committee in attendance along with a representative of the powered parachute users, three members of the AAC a representative from the County, a few neighbors and an airport tenant. The meeting consisted of first learning more about powered parachutes through FAA documents along with review of flight regulations and requirements. Group looked at overall limitations of the airport in relation to neighbors, runways, and existing pattern. They looked at how the powered parachute group would have access to the proposed areas along with how to best document flight patterns and regulations for airport use.

Public: Attendees to this Ad-Hoc Committee shared the meeting went well, all sides were heard and members of the Committee methodically went through learning about powered parachutes and discussed best methods to safely fit into airport operations while in parallel respecting users and neighbors. Noted disappointment only a single representative of the powered parachute users was at the Ad-Hoc meeting but did have a user familiar with operation of powered parachutes call in to provide input.

Public: Noted disappointment there were no powered parachute users at the AAC meeting this evening since it was a topic on the agenda and asked what the next step is.

Pelfrey: Shared he had heard from a local powered parachute user who was aware of tonight's meeting but could not attend. Pelfrey communicated he planned to send out potential meeting dates for a follow up Ad-Hoc Committee Powered Parachute meeting based on member availability. The meeting would go into further detail of where and if powered parachutes would best fit into the airport operations and how it would be managed along with what happens if there are issues with users not complying. Group members would present various arguments at a future AAC meeting, possibly the AAC scheduled August 11, 2016, where members of the AAC could vote on their recommendations and advise the Airport Manager and County Supervisors regarding powered parachutes.

Public: Discussion centered with concerns if powered parachutes were a good fit for the airport and community and if it could work there would be effort to make it safe and successfully integrated into the airport environment.

Pelfrey, AAC: The Ad-Hoc process worked well and using this method was a good tool in preparing more fully to present to the public and AAC and vote on accordingly.

**11. Next AAC meeting scheduled August 11, 2016 with location at Davis Flight Support**

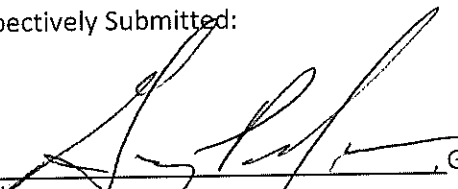
Pelfrey noted he had set up this schedule at the end of 2015 and was glad to see the support in meeting quarterly to address airport issues and actions and thanked everyone for their professionalism in making the meeting work and taking the time to attend.

**12. Meeting was moved to adjournment by Pelfrey at 7:52 PM.**

- a. Motion to adjourn the meeting by Larsen and second by Scribner;  
Motion passed.

AYES	4
NOES	0
ABSENT	2

Respectively Submitted:

  
\_\_\_\_\_, Gary Pelfrey, Chair Aviation Advisory Committee

Aug. 2, 2016 Date

End of Minutes