

Humboldt County Airport Advisory Committee MINUTES

January 22, 2019

6:00 PM

Prosperity Center, 520 E Street, Eureka, CA 95501

1. **CALL TO ORDER AND ROLL CALL** The meeting was called to order at 1814 by acting Chairperson, Rich Fenton, and a roll call indicated a lack of a quorum of members to conduct business. The meeting was immediately adjourned at 1814.
Tim Callison arrived to fulfill the quorum at 1820 and the meeting was reconvened and called to order at 1821 by Acting Chairperson, Rich Fenton. Justin Zabel subsequently arrived at 1824.
Members Present: Rich Fenton, John McBeth, Kyle Gabel, Jake Dorsey, Tim Callison, Justin Zabel
Members Absent: Dave Ravetti, Alex Stillman, Joe Shepp
Staff: Cody Roggatz, Director of Aviation
Guests: Dom Bucciarelli, Steve Bowser, Matt Muires, Bill Wickham, Chris Nelson, Steve Pritchard, Virgil Thompson

The Committee reserves the right to bring presentations by invited guests forward as a courtesy to those individuals. *No modification of the Agenda was made for this meeting.*

2. **PUBLIC COMMENT**
This portion of the meeting is reserved for persons desiring to address the Committee on any matter **not** on this agenda that is under the jurisdiction of the Committee.
(The Committee has the right to limit presentations to three minutes.) *No public comment was received at this meeting.*
3. **APPROVAL OF THE MINUTES – 11/27/2018.** A motion was made by Tim Callison and seconded by John McBeth to approve the Minutes as submitted. The Minutes were approved by a unanimous voice vote of a majority of those present at the last meeting.
4. **AVIATION DEPARTMENT REPORT**
 - A. **Airports Projects Update**
 1. **Aviation Capital Improvement Projects / ACV Grant Submission** – Cody Roggatz reported that Pavement Condition Index (PCI) studies were to be a possible FAA grant application for next year, as three of our facilities are out of date. This proposed plan of action had to change after his receipt of the recent *FAA Land Use Inspection* document – now Cody anticipates that the County may only apply for a grant to help respond to the issues identified by the FAA in this document.
 2. **Terminal Advertising Plan – HSU update.** Cody Roggatz reports that Dave Marshall has been instrumental in recruiting a Masters Degree student from HSU to develop a plan for marketing the local area and the airport through expanded terminal advertising and in-house management of the advertising concession at ACV.
 - B. **Aviation Department Update**

Cody Roggatz presented an overview of a Land Use Inspection conducted by the FAA during the time that the past interim Director was in attendance at ACV, although the issues identified were the result of long term Humboldt County Aviation Division management issues. Cody has received the 17 page document and has eight major action items for which the FAA will expect to receive responses. Some are financial items related to income from ACV operations and leases, and others relate to proper market rate lease agreements and FAA required adjustments to these income sources, as well as other reoccurring financial reporting issues. His response to the FAA will be reviewed by the FAA and comments will be

forthcoming from them regarding the acceptability of the County's response. The non-performance by the County in these designated areas of responsibility may affect many previously received monetary grants due to the grants included FAA sponsor obligations.

The Director briefly reported on the current Army Corps of Engineers environmental investigations at ACV. He also reported the status of many resolved maintenance issues at a number of the County's airports. He reports that there is a personnel interview scheduled tomorrow for a 20 - 30 hour per week temporary position for Aviation office help at ACV, with a permanent position for a Senior Fiscal Analyst in the works for recruitment.

5. OLD BUSINESS

- A. Letter to BOS for change of CG member (Update) – Dom Bucciarelli reports that he has been officially replaced on the Committee by new member Jacob Dorsey. The Acting Chairperson asked that the HCAAC Chairperson receive official notification of the change in membership status from the affected parties or the Board of Supervisors.

6. NEW BUSINESS

- A. UAS Integration Sub-Committee report – Cody Roggatz reports that the subcommittee is pursuing working with the City of Eureka to use existing facilities at Samoa Airport for their training programs.
- B. Sunset of Restaurant Sub-Committee – A motion was made by Tim Callison, and seconded by Kyle Gabel, to disband and sunset the Restaurant Subcommittee. The motion was approved by unanimous voice vote.

7. ITEMS for the February 26, 2019 Committee meeting – none noted.

8. ADJOURNMENT - The meeting was initially adjourned at 1814 by Acting Chairperson Rich Fenton for lack of a quorum. The subsequently reconvened Committee meeting was adjourned at 1921 by Acting Chairperson Rich Fenton.

Respectfully submitted on January 23, 2019 by Richard R. Fenton, Secretary