

**Marin County Aviation Commission
Minutes of December 4th, 2014 Meeting
7pm - Board of Supervisors' Chambers
Marin Civic Center, San Rafael, CA**

Commission Chair: Humphrey Ogg

Commissioners Present at Roll Call: Lou Franecke, Don LeBrun
Richard Nave, Marius Nelsen, Douglas Watt

Commissioners Absent at Roll Call: Ernie Ganas

Staff Present: Dan Jensen (AP Manager), Eric Steger (DPW),
Ann Hearty (recording secretary)

The Chair gaveled the meeting to order at 7:06 pm.

1. Minutes

Vice Chair Franecke asked that the draft minutes for the October 2nd, 2014, meeting be amended. He requested the Item 4b read "The Board was informed that a complaint had been made to the FAA local FSDO office by Mr. Knight regarding the Commission's request that Mr. Knight's skydiving operation meet the recovery plan to be approved by the Airport Manager. A copy of the complaint was provided to the Commission. Mr. Jensen recommended that the Commission take no action on Mr. Knight's request until the FAA informal complaint has run its course. He mentioned that the complaint has been forwarded to County Counsel. Mr. Steger said the County has to respond and the result will be adjudicated. The Commissioners asked to see a copy of the complaint.

{Mr. Ganas took his place at the dais.}

Mr. Knight stated the complaint was the requirement that he was forced to gain written permission to access adjacent private property. Mr. Jensen restated that County Counsel's recommendation was the Commission takes no action at this time. Chair Ogg made a motion that the Commission wait to hear from County Counsel and the FAA before any further action is taken."

M/S Nave/Franecke 6 ayes; LeBrun abstained

2. Airport Manager's Report and Comments

- a. Mr. Jensen said there had been no incidents or accidents to report.
- b. The Manager stated that regarding the one informal complaint to the Federal Aviation Administration (FAA), the only update was that the local office was continuing to research the claim and had reported no decision.
- c. Mr. Jensen reported that a review of the airport database estimated that 31% of the aircraft based at Gness required updated insurance certificates. He described the process of sending 30 day letters, followed by 10 day letters of compliance that he will undertake with County Counsel.
- d. The Manager said that with the installment of the AWOS replacement parts and regular spider/insect equipment cleaning, the system is running in a dependable fashion.
- e. Mr. Jensen stated that various Requests for Qualifications (RFQs) to perform WHA, ALP, and AGIS work with grant money approved from the FAA needed to be completed and he was meeting with the FAA to move them forward.
- f. The Manager noted that even though the present noise abatement signage was in compliance, he would meet with the Division of Aeronautics to obtain their needed approval for the updated signage requested.
- g. Mr. Jensen reported that the Gness Field Vision Statement submitted by the Commission to the Board of Supervisors had been approved at their meeting on November 4th.

3. Aviation Commissioners' Reports and Comments

- a. Commissioner Watt asked what action County Counsel recommended be taken after the letter of 30 day notice. Mr. Jensen replied that an approved 10 day notice of compliance had been drafted to their specifications.
- b. Commissioner Ganas asked if there could be increased pest control to control the spiders. Mr. Jensen said he would inquire at the County.
- c. Vice Chair Franecke asked what the FAA was investigating. Mr. Jensen stated that they were reviewing safety issues inside the traffic pattern. He advised that this matter be on hold until Gness hears back from the FAA and he expected that to be sooner rather than later. Mr. Franecke asked the Airport Manager to contact the San Rafael airport and ask about their insurance reporting requirements and compliance procedures. Mr. Jensen replied that they are a private airport and can set their own rules, but he would inquire.

- d. Chair Ogg asked if there had been any response from Washington DC. Mr. Steger replied that the County was attempting to set a meeting with the regional office and they were trying to get some time with an official higher than the environmental specialist.
- e. Mr. Ogg asked if AWOS was mandated for Gness. Commissioners LeBrun, Nave, and Watt answered no. Commissioner Nelson questioned if AWOS was a non-issue. Mr. Steger said the County did want to pursue grant funding for the project. He indicated they had submitted this project three times and was denied, but the FAA said Gness should continue to pursue its funding.
- f. Vice Chair Franecke said he was at the BOS meeting when the Vision Plan was approved and reported that the Supervisors, especially Judy Arnold, were engaged and supportive of these workshops and hoped the conversations continue.

4. Open Time

Ken Mercer of the Gness Field Community Association (GFCA) said he called the FAA and concluded that the County was “under sourced” to deal with the grant process; that the FAA change their requirements and the Environmental Protection Agency (EPA) was holding up the Environmental Impact Report (EIR) regarding wetlands; the verbiage for the noise abatement signs was ready for California Aeronautics Commission review; GFCA could supply 1,000 brochures to explain noise abatement; and Mr. Mercer asked to be on the selection board for the RFQ airport consultant.

Chairman Ogg stated that the Commission and County staff had regular communications with the FAA and came away hearing that we meet the FAA timelines. Vice Chair Franecke told Mr. Mercer that he was pleased the GFCA was recommending improved noise abatement signage.

Mr. Knight stated that his matter before the FAA has been repeatedly pushed back due to vacations and apparently not being very high on their priority list. He said he received an email that he forwarded to Dan Jensen, but he knew nothing more at this point.

5. New Business

The Commission discussed the length of time and process for the skydiving proposal. Chair Ogg reminded commissioners that they had voted at the last meeting not to take any action until County

Counsel and the FAA had concluded this matter. Vice Chair Franecke added it was Mr. Knight who chose this course of action and it was the Commission's responsibility to allow the FFA process to run its course.

- 6. Adjourn – M/S Nave/Nelson – All ayes**
Meeting adjourned at 7:44 pm.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Western-Pacific Region
Airports Division

San Francisco Airports District Office
1000 Marina Boulevard, Suite 220
Brisbane, CA 94005-1835

January 9, 2015

Mr. Craig Tackabery
Marin County Department of Public Works
P.O. Box 4186
San Rafael, California 94913-4186

Subject: Gness Field Airport Runway Extension Project and FAA Environmental Impact Statement

Dear Mr. Tackabery:

On December 18 and December 22, 2014, Marin County and San Francisco Airports District Office (SFO ADO) representatives discussed the next steps for the Gness Field Airport runway extension project Environmental Impact Statement (EIS) and Record of Decision (ROD). You explained Marin County wants to schedule a "merits hearing" for your Board of Supervisors to consider the project's approval. You also explained when a County project is associated with a federal EIS, the County typically waits for a federal agency to issue a ROD before the County conducts a merits hearing. As the FAA has not yet issued a ROD on the EIS, you requested we update you on the status and actions required to complete the federal EIS and issue a ROD.

We share your desire to proceed with the evaluation of the proposed project as quickly as possible. The FAA issued its Final EIS for the *Gness Field Airport, Proposed Extension of Runway 13/31* in June 2014. We received two comment letters on the Final EIS. One of the letters challenged the runway length calculation for the proposed runway extension.

The FAA had anticipated we would issue a ROD on the EIS for the project in Fall 2014. However, the FAA must evaluate proposed aviation development based on a current, FAA approved, aviation forecast. This ensures the FAA's decisions regarding proposed aviation development are based on the appropriate airport design standards and project justification associated with a current aviation forecast.

As part of our review of the comment letters on the Final EIS, we informally evaluated recent aircraft flight plan data for Gness Field Airport. Our evaluation of that data suggests that aviation activity and the critical aircraft at Gness Field Airport may have changed since the FAA approved the Gness Field Airport aviation forecast in 2009. Therefore, the FAA will require a current aviation forecast, including determination of the critical aircraft and runway length determination, before proceeding further with the EIS.

As a current aviation forecast will produce new information that must be incorporated into the EIS before the FAA proceeds with a ROD, a Supplemental Final EIS will be required for this project. Contractual and financial options for both a current aviation forecast and a Supplemental Final EIS area described below.

We have identified two contractual options available to Marin County to complete a current aviation forecast.

1. Marin County could complete this work as part of the scope of Airport Improvement Program grant 3-06-0167-016-2014 (AIP 16) issued in September 2014 to update the Airport Layout Plan with Narrative and Conduct Aeronautical Survey. This would require that Marin County complete its consultant selection, fee negotiation, and submit the results of that cost reasonableness determination to the FAA, before that effort could proceed.
2. Alternatively, Marin County could complete this work by issuing an additional scope of work to the Environmental Impact Statement consultant, Landrum and Brown, conduct a fee negotiation, and submit the results of that cost reasonableness determination to the FAA before that effort could proceed

In either case, the FAA can work with Marin County to ensure that the scope of work addresses the specific requirements to prepare a current aviation forecast, critical aircraft determination, and, if necessary, an additional runway length analysis.

We have identified five options Marin County could use to fund the aviation forecast work.

1. Marin County seeks reimbursement for the work as part of AIP 16.
2. Marin County could propose to use remaining funds in the EIS grant AIP 15 to prepare these items if those funds are sufficient to complete the work. However, funds in AIP 15 are nearly expended, and this 2011 grant must be closed no later than June 30, 2015, and preferably closed by March 30, 2015.
3. Marin County could use County funds to pay for this work now, and apply for FAA funds later to seek reimbursement for this work with entitlement funds as part of plan formulation in a subsequent AIP grant.
4. Marin County could include this work as part of the scope of work to be included in a new 2015 AIP grant application to complete the Supplemental Final EIS for this project, and wait to receive and accept a grant offer before proceeding with the work.
5. Marin County could complete this work with County funds.

As discussed above, as the new aviation forecast would be new information, it must be disclosed during the National Environmental Policy Act process in a Supplemental Final EIS. Other items may be required in the Supplemental EIS depending on the information in the new aviation forecast. Marin County and the FAA will not be able to finalize the specific scope of work, cost estimate, or schedule to complete the Supplemental Final EIS or issue a ROD, until the aviation forecast, critical aircraft determination, and runway length determination are completed.

The Supplemental Final EIS must be prepared by the EIS consultant previously selected by the FAA, Landrum and Brown.

We can identify three options to pay for the Supplemental Final EIS work.

1. Marin County could use County funds to pay for this work now, and apply for FAA funds later to seek reimbursement for this work with entitlement funds as part of plan formulation in a subsequent AIP grant.
2. Marin County could apply for a 2015 AIP grant to complete the Supplemental Final EIS, and wait until grant was issued before starting work on a Supplemental Final EIS.
3. Marin County could use County funds to pay for the work and not seek reimbursement from an AIP grant.

We share Marin County's desire to complete the EIS process as soon as possible. We also understand Marin County's desire to proceed to a merits hearing regarding the runway extension project as quickly as possible. Our past experience in similar situations is that the Supplemental Final EIS will take between 12 to 18 months to complete once we have an FAA-approved aviation forecast for the proposed runway extension project. However, we will make all efforts to expedite our process so as to complete the Supplemental Final EIS within 12 months of FAA approval of the aviation forecast. The FAA can issue a ROD once 30 days have elapsed after the issuance of a Supplemental Final EIS.

If you have any questions regarding this matter please contact me at 650-827-7601 or e-mail dave.cushing@faa.gov. You may also contact Doug Pomeroy, environmental protection specialist of my staff at 650-827-7612, or email at douglas.pomeroy@faa.gov.

Sincerely,



David R. Cushing
Acting Manager

I. Guidelines

Please fill out all sections. Any sections that are not applicable can be notated as “N/A”.

Track Changes: It is important that all changes and updates be entered via track changes in Microsoft Word on the final document submitted to the County Administrator’s Office. The template is locked with Track Changes activated for your convenience. Changes that are not tracked may be overlooked and therefore not included in the FY 2015-16 Proposed Budget book.

If you are having trouble reviewing the document with the tracked changes you can select “Final” review version in the track changes area of the “Review” tab in the Microsoft Word ribbon.

Please contact Janell Hampton at (415) 473-6360 if you need assistance or have questions about Track Changes.

II. Commission Name/Title

- Aviation Commission

III. Commission Purpose/Mandate

- The purpose of the Aviation Commission is to advise and recommend to the Board of Supervisors on matters relating to the Marin County Airport and all other aviation matters.

IV. Accomplishments for FY 2014-15

List the most significant accomplishments that the Board/Commission has achieved or expects to achieve during the current FY 2014-15 (July 1, 2014 – June 30, 2015).

- Successfully sponsored the airport Vision and Stakeholder Workshop in relation the Runway extension
- Updating of aircraft and insurance requirements for airport tenants
- Relocated the Aviation Commission meetings and adjusted start times to the Civic Center to accommodate larger numbers of community members
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V. Goals and Key Initiatives for FY 2015-16

List the Board/Commission’s most important goals (up to 5) for the next Fiscal Year (July 1, 2015 through June 30, 2016). These goals should be statements that reflect your highest priorities, which may or may not change from year-to-year.

Below each goal, list 1-5 key initiatives (activities) that the Board/Commission will be working on in FY 2015-16 that will help it make progress toward that particular goal. Typically, initiatives are discrete activities that can be achieved over the course of one or two years.

Goal #1: Support the County's efforts for the proposed Gness Field runway and taxiway extension

Please enter Goal #1 here.

FY 2015-16 Key Initiatives for Goal #1

- **Provide input to staff on the environmental review process (EIS/EIR).**
- **Provide input to staff on the updated aviation forecast and other updated reports as they become available.**
- **Provide input to staff on the Airport Layout Plan update.**

Goal #2: Support County's efforts to improve safety

Please enter Goal #2 here.

FY 2015-16 Key Initiatives for Goal #2

- **Support County's effort to obtain grant funds to replace the automated Weather Observation System.**
- **Support County's effort to complete a Wildlife Hazard Assessment.**
- **Support the County's efforts to implement the Grand Jury Gness Field recommendations.**

Goal #3: Continue to increase community awareness of importance of the Gness Field Airport

Please enter Goal #3 here.

FY 2015-16 Key Initiatives for Goal #3

- **Review web site information.**
- **Support community groups and youth groups regarding aviation awareness events, such as young Eagles and Static aircraft displays.**
- **Hold Aviation Commission meetings that encourage public participation.**

Goal #4: Support and create additional aviation related business at Gness Field

Please enter Goal #4 here.

FY 2015-16 Key Initiatives for Goal #4

- **Provide input to potential businesses on airport issues and the airport environment.**
- **Review and recommend ideas on business proposals.**

Goal #5:

Please enter Goal #5 here.

FY 2015-16 Key Initiatives for Goal #5

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VI. Key Challenges and Issues

Please list any challenges or obstacles to achieving your FY 2015-16 goals.

- Obtain funding for the EIS and runway extension
- Obtain funding for the Runway, taxiway and ramp improvements
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VII. Additional Board/Commission Comments

Please provide any additional comments:

VIII. Department Comments

If applicable, please provide any comments from the County department that this board/commission works with: