

**Marin County Aviation Commission**  
**DRAFT Minutes of August 6, 2015 Meeting**  
**7pm - Board of Supervisors' Chambers**  
**Marin Civic Center, San Rafael, CA**

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**Commission Chair:** Humphrey Ogg

**Commissioners Present at Roll Call:** Richard Beach, Lou Franecke,  
Richard Nave, Marius Nelsen, Zev Rattet

**Commissioners Absent at Roll Call:** Douglas Watt

**Staff Present:** Dan Jensen (Airport Manager)  
Ann Hearty (recording secretary)

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**The Chair gaveled the meeting to order at 7:00 pm.**

**1. Chair Announcements**

- a. Chair Ogg welcomed Zev Rattet to the Commission.
- b. Mr. Ogg reported back to clarify point 3 of the April 2<sup>nd</sup> minutes that commissioners are not fully ratified until they are sworn in by the Airport Manager.
- c. Mr. Ogg noted there was another question on point 3 about agenda preparation procedures and he stated all agenda items are to be submitted to the Chair at least two weeks prior to the meeting date.

**2. Minutes**

Chair Ogg requested a motion that the minutes be accepted as presented.

**M/S Franecke/Nelson: 6 ayes**

**3. Airport Manager's Report and Comments**

- a. Mr. Jensen said on June 28, there was an aircraft accident involving a Piper Cherokee that resulted in injuries requiring hospitalization and the NTSD (??) is currently investigating.
- b. The Manager noted that regarding the one informal complaint to the Federal Aviation Administration (FAA), the FAA was on-site for a safety and site inspection regarding parachute activity and he is awaiting their report.
- c. Mr. Jensen reported that the County has selected Mead & Hunt as the consultant to complete the wildlife hazard assessment needed for the runway extension project.

- d. The Manager said that two tenants are in the process of improving their hangar structures and interest from pilots wishing to rent additional hangar space has increased.
- e. Mr. Jensen stated that there is a new sign on the County building which provides useful information to users and the updated noise abatement signs should be installed soon.
- f. The Manager regretted to inform the Commission that due to regulations concerning clearance space, the Division of Aeronautics did not approve the painting of a compass rose at either end of the runway, but they did encourage Gross to re-submit once the new runway is in place.

Chair Ogg asked for any comment from Commissioners. Vice Chair Franecke said he was at the field when the accident took place, wondered if there were any contributing ground factors, and if the pilot was in training. Mr. Jensen responded that the issue appeared to be air strikes while landing and the pilot had just received his instrument ticket. Commissioner Beach asked about the aftermath of the injured. The Airport Manager said both appeared to have facial hemorrhaging and one party was kept in the hospital overnight.

Mr. Beach went on to ask how the June 16 parachute operations demonstration was factored into the on-site inspections? Mr. Jensen responded that the two actions are not necessarily related except that the Airport asked the FAA to come look at the site and they did. Mr. Franecke offered his understanding from the letter dated May 28 from the FAA that the Flight Standards District Office (FSDO) will conduct a safety evaluation to determine if skydiving can be integrated into Airport operations in spite of the reasons presented by the County. Commissioner Beach wondered if the minimum standards for parachute operations requested in February had been drafted. The Airport Manager responded that the Department of Public Works (DPW) and the Department of Transportation (DOT) are working on the submission.

Vice Chair Franecke heard that the Gross Field Community Association (GFCA) is funding an economic evaluation of the Airport's impact on the community and asked if the wildlife hazard consultant will be integrated into that evaluation. Mr. Jensen stated that he expected this contract to have no bearing on the economic evaluation. Mr. Beach noted several other contracts and grants that were presented to the Board of Supervisors that contained matching funds. He asked if those funds were previously budgeted

or if they were a portion of the on-going maintenance operation monies. The Airport Manager agreed to report back on that matter at the next meeting.

Commissioner Beach inquired how oversubscribed the hangars were at this point. Mr. Jensen indicated that interest is up significantly, responding to as many as five calls a week.

Numerous commissioners praised the new signage.

#### **4. Aviation Commissioners' Reports and Comments**

- a. Commissioner Franecke shared a concern that [marincountyairport.org](http://marincountyairport.org) is a URL for GFCA, which he found inappropriate and misleading. Chair Ogg said that the domain name is owned by GFCA. Mr. Franecke wondered if the County had discussed with County Counsel the misrepresentation of a governmental agency by a private organization. He went on to say he was concerned about the public's perception of what the actual function of the Commission is. He mentioned that he is happy GFCA is around, but they are not the Airport; they do not represent the Commission; that Commissioners represent themselves and will advise the Board of Supervisors as to aviation matters in which the Board is interested.

Mr. Ogg stated that his goal has always been to work with outside groups and encourage participation. He noted he was disturbed to hear that GFCA had published inaccurate and misleading statements regarding the Department of Public Works and the Aviation Commission. He indicated he wanted a process to move forward and work together, rather than an antagonistic relationship, and he thought that if others wanted the same, it would be quite possible to leave behind any misunderstandings. Commissioner Nave offered that GFCA was good to have, but shouldn't be confused with the County or the Aviation Commission.

- b. Chair Ogg said that in response to Commissioner Beach's inquiry why no meeting was held on June 4, a quorum could not be established.
- c. Commissioner Beach said he would like to make sure the public was heard. He asked the Chair to explain the process of public comment on Commission agenda topics. He thought he understood from Robert's Rules and the Brown Act that the public should be called upon for each agenda topic. Chair Ogg stated that as Chair, he makes the decision regarding asking for

public comment. He understood Robert's Rules clearly states that public comment is only required on items that are to be voted on and he asks for public participation at that time.

## **5. Unfinished Business**

The Chair called for any unfinished business. None was offered at this time.

## **6. New Business**

Vice Chair Franecke gave out an informational article from "The Lawyers' Pilot Bar Association Journal" (Spring 2015) that summarized the proposed FAA regulation on drones. He expressed his concern that with the Commission's responsibilities for not only Gness Field, but the San Rafael Airport and the Seaplane area in Sausalito as well, regulations limiting use and preventing strikes will be an issue in the future. Mr. Ogg emphasized that the FAA states there is no drone activity for commercial use within five miles of an airport and up to 400 feet. He agreed that a safety evaluation may come before the Commission sooner rather than later.

## **7. Open Time**

- a. Mr. Mercer, of GFCA, offered that if the website is an issue, GFCA will go back to its old URL of [gnessfieldcommunityassociation.com](http://gnessfieldcommunityassociation.com).
- b. John O'Connell of Novato is interested in helping the Airport flourish.
- c. Susan Royce, Chair of Marin 99s and Boardmember, GFCA, stated that since the compass rose wouldn't fit, she would like permission to spend funds to make some improvements at Gness Field, such as painting the deck, gardening, and generally making the Airport look welcoming before the October events. Chair Ogg asked her to bring the matter up with the Airport Manager.

## **8. Adjourn**

The meeting was adjourned at 7:39 pm.



Raul M. Rojas  
DIRECTOR

November 10, 2015

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**SUBJECT:** Gness Field Federal Aviation Administration Grants Funding  
Financial Adjustments

Dear Board Members:

**RECOMMENDATION:** Authorize the Department of Finance to increase appropriations and revenue as detailed under Fiscal Impact below.

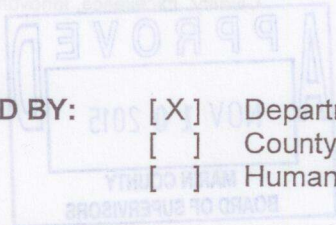
**SUMMARY:** On July 28, 2015, your Board adopted a resolution authorizing the filing of grant applications, accepting awards, and executing funding agreements with the Federal Aviation Administration (FAA) for the 2015 Airport Improvement Program at Gness Field (attached).

On September 14, 2015, the FAA awarded two projects that were submitted by the Department of Public Works. The two projects are: (1) Replace the Automated Weather Observing System (federal share \$83,160 – local match \$9,240); and (2) develop Pavement Maintenance and Management Plan (federal share \$67,500 – local match \$7,500). This action by the Board will allow the Department of Finance to recognize the revenue and to program the accounting system to track project expenditures as the work moves forward.

**FISCAL IMPACT:** The FAA grant for the new Automated Weather Observing System allocates \$83,160 in federal funds with a 10% local match (\$9,240) in Airport funds for a total project amount of \$92,400. The FAA grant for the Pavement Maintenance & Management Plan allocates \$67,500 in federal funds with a 10% local match (\$7,500) in Airport funds for a total project amount of \$75,000. There is no net impact to the General Fund.

- Accounting
- Airport
- Building Maintenance
- Capital Projects
- Certified Unified Program Agency (CUPA)
- Communications Maintenance
- County Garage
- Disability Access
- Engineering & Survey
- Flood Control & Water Resources
- Land Development
- Purchasing
- Real Estate
- Reprographic Services
- Road Maintenance
- Stormwater Program
- Transportation & Traffic Operations
- Waste Management

Fund	Fund Center	Commitment Item #	Increase Appropriations/ Expenditures Amount	Offset by Revenue Amount
31010 (Airport)	4100101000 (Airport)	5210100 (Professional Services)	\$67,500	
31010 (Airport)	4100101000 (Airport)	5220800 (Miscellaneous Supplies)	\$83,160	
31010 (Airport)	4100101000 (Airport)	4550755 (Federal-Grant Revenue)		\$150,660



REVIEWED BY: [ X ] Department of Finance [ ] N/A  
 [ ] County Counsel [ X ] N/A  
 [ ] Human Resources [ X ] N/A

Respectfully submitted,

*[Handwritten signature]*

Dan Jensen  
 Airport Manager

c: Heidi Davaloo, Accounting

FMBB Doc. #100024215

Fund	Fund Center	Commitment Item #	Increase Approporational Expenditures Amount	Offset by Revenue Amount
31010 (Airport)	4100101000 (Airport)	5210103 (Professional Services)	\$27,500	
31010 (Airport)	4100101000 (Airport)	5220800 (Miscellaneous Supplies)	\$82,180	
31010 (Airport)	4100101000 (Airport)	4501103 (Revenue)		

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*[Handwritten initials]*