

Marin County Aviation Commission
Minutes of April 5, 2018 Meeting
7pm – Room 329
Marin Civic Center, San Rafael, CA

Commission Chair: Humphrey Ogg

Commission Vice-Chair: Louis Franecke

Commissioners Present at Roll Call: Thomas Engdahl, Louis Franecke, Richard Nave, Marius Nelsen, Humphrey Ogg, Douglas Watt

Commissioners Absent at Roll Call: Zev Rattet

Staff Present: Dan Jensen (Airport Manager)
Eric Steger (Assistant Director, DPW)
Ann Hearty (Recording Secretary)

The Chair gaveled the meeting to order at 7:07 pm.

1. Chair Announcements –Chair Ogg welcomed new Commissioner Thomas Engdahl and thanked Commissioner Beach for his service on the Commission.
2. Minutes of the February 1, 2018 Meeting – Chair Ogg asked if the members had an opportunity to review the minutes.

M/s Franecke/Nelsen to approve the minutes as presented.

The Chair asked for any public comment, but no one from the public spoke.

Vote: Aye – Franecke, Nave, Nelsen, Ogg, Watt

Nay – None

Abstain - Engdahl

Absent – Rattet

Motion Passed, 5/0/1

3. Airport Manager's Report and Comments
 - a. Aircraft/Airport – Incidents and Accidents: Mr. Jensen reported that there were no incidents or accidents at Gness since the meeting on February 1.
 - b. Runway 13/31 Rehab Status – The Airport Manager stated the runway was completed and the ramp area had been paved and striped. He indicated the stockpiles and earth mounds have been removed and all that's left is the installation of the new tie down hardware. He expected this to be finished before the end of April, weather permitting.

- c. Draft Corporate Lease Review – Mr. Jensen noted that a draft, 10-year lease (written as 5 years with a 5-year option) was available for review. He commented that it will come before the Commission in June for recommendation to the Board of Supervisors.
4. Unfinished Business – Chair Ogg asked if there was any unfinished business that had not already been discussed; hearing none, he moved onto the next item.
5. New Business – Mr. Ogg asked about actual accounting of the 1 percent concession fee for businesses located at Gness. Staff responded that business officers sign a form which provides an amount for six months at a time as certified by the operator. A discussion ensued for ways the Airport could establish a baseline and verify amounts without having to hire an accountant to do audits, which staff pointed out was the established option presented in County code. It was proposed the Commission would ask staff to add in the report accompanying the lease to the BOS that the Commission recommends after CB Aviation pays its second installment, an audit be conducted. Chair Ogg asked if there was any comment from the public. Ken Mercer thought it was a good idea, but the Commission needed to be fair and not put an onerous load on a new business

M/s Watt/Engdahl pertaining to all new businesses on the Field, the Commission recommends an audit be conducted after the second installment is paid, including the fuel flow fee.

Vote: Aye – Engdahl, Franecke, Nave, Nelsen, Ogg, Watt

Nay – None

Abstain - None

Absent – Rattet

Motion Passed, 6/0

6. Aviation Commissioner Reports and Comments – Vice Chair Franecke read into the record that Chair Ogg is in an elite group of pilots in the FAA Airmen Certification database. Mr. Franecke discussed the nature of the business of the Aviation Commission as opposed to the Airport Land Use Commission. He cited the Aviation Commission investigates such matters as wires and drainage at the San Rafael Airport, monitoring of drone activity, legislation, and airport revenue generating activities throughout the County. He mentioned the Airport Land Use Commission holds public hearings and recommends decisions in matters such as locating a hotel across the freeway from the runway.

7. Liaison Committee -Mr. Ogg said Liaison Committee members were in the process of contacting the operators at all the airports within Marin to understand the financing of existing businesses and plan to report the Committee's findings back to the Aviation Commission
8. Open Time - Chair Ogg asked if there were any speakers from the public; hearing none, he moved onto the next item.
9. Adjourn – Chair Ogg asked for a motion to adjourn. **M/s Franecke/Nelsen.**

The Chair gaveled the meeting adjourned at 7:56 p.m.