

**San Joaquin County Aviation Advisory Committee
Regular Monthly Meeting Teleconference
July 28, 2020 5:00PM Minutes**

Call to Order: The meeting was called to order at 5:00 p.m. by Chairman Trezza.

Roll Call:

Members Present: William Trezza, Verlyn Wolfe, Lex Corrales, Marla Livengood, Mark Plovnick, Mike Amman, Mary Macias, Supervisor Tom Patti

Members Absent: Supervisor Chuck Winn

Guests: Nikolas Sambado

Staff Present: Russell Stark, MaryEllen Chavez

Minutes approved for June 23, 2020 with the additions to the CARES ACT update.

I. Discussion Items

Introductions made by Mr. Stark for Wes Rhea who is now a member of the CAAC.

Also, Nikolas Sambado was introduced as an intern from Purdue Aviation School who is helping the Airport out on some of the land use issues.

A. Current Project Update

1. **Taxiway D Rehab** – Grant approved with FAA 100% funded and Notice to Proceed has been sent to contractor and mobilization begins 8/17/20.
2. **ARFF** – Grant received but it was short 82k, as the quote did not include tax, from OshKosh. Airport to use Measure K funds to pay for this.
3. **Cargo Ramp Expansion/EA** – EA approved and 10.4mil has been requested from FAA to use the CARES ACT funds for this project. No start date as this is based on the grant receipt. This will not effect the Amazon construction project.
4. **Security System Upgrades** – All bids rejected and Board approved on 7/21/20 the additional funds for RS&H to put together the documents required to do the RFP/RFQ.
5. **Conference Room Capability** - Working with ISD on setting conference rooms up for conference calls and Zoom type meetings.

B. Approved Projects

1. **Runway & Taxiway Crack & Slurry** – Project 80% completed. Contractor to be back at end of July to complete the smaller runways.
2. **Airport Perimeter Fencing** – FAA has communicated there is a “glitch” in their System on this Grant.

C. Air Cargo Service Update

AMAZON has leased 9.5 acres, 5 yrs with options to build a 56000 sq ft warehouse. Included in their plan are truck and employee parking.

D. COVID 19

Russ is sending out the updates he receives to the committee. Flights are down to only 7 per week which is impacting the parking revenues. Airport continues to follow the protocol for face coverings and social distancing.

E. CARES ACT Update

Russ sent out a simplified spreadsheet indicating where the funds are being used. The first allocation of funds has been received and it took approximately 2 wks from submission to receive the funds. This information is sent to the Board for their information on where these funds are spent.

F. Conflict of Interest Code was updated as it has not been updated since 1988. This is the form 700 in detail.

G. Annual Report is required 90 days after the close of the fiscal year. Annual Report was approved by the CAAC.

H. Rate & Fee Schedule was approved by Board and was to go into effect on 10/1/20. Due to the impact of the pandemic, and how it has affected our tenants, Airport may go back to Board and ask to push the effective date out until 7/1/2021.

I. Community Engagements – None

II. Action Items

Action: Russ to get clarification on what this tax is for the ARRF vehicle and get back to the team

III. Communications – Thank you to Mike Ammann for sending out the articles to the Committee

IV. Review of Written Requests for the Future Agenda Items - None

V. Public Comment (Must complete Public Comment Form)

Adjournment: There being no further business, the meeting was adjourned at 5:30pm.

Next Regular Meeting: August 25, 2020 5:00pm

Teleconference # 888-808-6929

Participant code - 6272664



2019-2020

**Annual Report of the
County Aviation Advisory Committee
Stockton Metropolitan Airport
for
The San Joaquin County Board of Supervisors**

July 22, 2020

San Joaquin County Board of Supervisors
44 North San Joaquin Street
Stockton, CA 95202

Subject: 2019-2020 Annual Report for Stockton Metropolitan County Aviation Advisory
Committee

Dear Board of Supervisors,

The following report reflects the activities of the County Aviation Advisory Committee.

Sincerely,

William Trezza
Chairman
County Airport Advisory Committee

Russell Stark, C.M.
Director
Stockton Metropolitan Airport

County Aviation Advisory Committee Purpose

The County Aviation Advisory Committee (CAAC) serves to provide citizen input in the policy areas of developing aviation and aviation-related planning objectives along with the implementation of these objectives in the best interest of the County of San Joaquin. The Committee has no independent authority to act on behalf of the County.

The Committee does not concern itself with the day-to-day management of the Airports aviation program, contract negotiations, supervision of county employees or with the budgeting or expenditure of funds.

Committee Organization

The Airport Advisory Committee consists of nine members appointed by the Board of Supervisors. These committee members are a collective representation of our community with diverse backgrounds in Transportation, Finance, Aviation, Commercial Real Estate, Local Companies, Airline and Cargo, Academia, Labor, and Agriculture.

In addition, the Chairman of the Board of Supervisors selects two (2) members of the Board to serve as ex-officio members of the committee.

Stockton Metropolitan Airport Mission Statement

The Stockton Metropolitan Airport serves the current and future commercial, corporate business, and general aviation needs of San Joaquin County; plans, operates, and maintains the safety and appearance of the Airport to meet the highest standards; manages numerous tenant agreements and facilities located on Airport land; and promotes the development of Airport land and facilities for future aviation and commercial-related services.

Goal

The goal of the Stockton Metropolitan Airport is to increase its economic impact in order to ensure the community achieves the maximum benefit from the Airport's potential for enhancing economic growth. The Airport will accomplish this through Airport Staff initiatives, the guidance received from the San Joaquin County Board of Supervisors, their directives, and in support of the County's economic growth initiatives.

Message

Stockton Metropolitan Airport has the ability to diversify and expand opportunities due to its unique location, infrastructure, community support, and potential economic incentive packages that may be provided.

Committee Meetings

The Committee meets on the fourth Tuesday of each month and may meet more frequently at the discretion of the Committee Chairman.

A total of ten (10) CAAC meetings were held during the 2019–2020 fiscal year. Committee member attendance averaged 73% during these meetings.

Committee Discussions

During the 2019–2020 FY, the CAAC discussed a range of topics regarding airport construction, grants, air service development, and current and future projects. Of note, the committee has been a key supporter of Stockton Airport working collaboratively with the surrounding communities to move forward with the Airport Regionalization Strategy. Unfortunately, this has been delayed due to the current pandemic.

Another area that the Committee supports is the Airports attempts to increase the air cargo capacity at the airport. This support has come from the committee backing such efforts as increasing the number of available cargo airplane parking spots and the construction of an air cargo facility.

The Committee has been extremely supportive of the Staff during these unprecedented times.

The table below highlights projects planned for FY 2019–FY 2021. These particular projects will utilize FAA Grant funding as well as county funding to pay for each project. Please keep in mind project planning does extend out to 2028.

Capital Projects	COST	FUNDING SOURCE	COUNTY SHARE	FY
Rehabilitate Taxiway D	\$3,755,911	Federal (CARES)	\$0.00	2020
Airport Perimeter Fence	\$1,674,972	Federal (CARES)	\$0.00	2020
Acquire ARFF Vehicle	\$1,091,054	Federal (CARES)	\$0.00	2020
Widen Cargo Apron (Includes Environmental)	\$10,397,232	Federal (CARES)	\$0.00	2020
Runway 11 – 29 (Both) Rehab (Crack and Slurry Seal)	\$956,100	Federal \$866,800	\$89,300	2020

Pavement Reconstruction/Rehab Various Taxiways (Phase 1)	\$105,933	Federal \$96,039	\$9,894	2021
Pavement Reconstruction/Rehab Various Aprons (Phase 1)	\$3,929,200	Federal \$3,562,213	\$366,987	2021

Corona Virus Impacts

The 2019-2020 FY has been one of unprecedented events on the aviation industry, the nation’s airports, and our community. Stockton Metropolitan Airport (SCK) has not been immune from the impacts of the COVID-19 pandemic.

As the new FY (2019-2020) began, SCK continued growing as we added a second rental car agency, a travel service and, by August 2019, a new airline, United (operated by SkyWest) began service from SCK to LAX. Additionally, commercial service enplanements and cargo tonnage moved through SCK were steadily rising.

Then, the Corona Virus pandemic struck in the third quarter of the FY. The impact of this virus on the airport and airline industry was almost immediate and continued into the new FY. As the pandemic set in, air travel grounded to a halt. Allegiant canceled most of their flights, operating only 7 flights for the entire month of April, and United suspended its service to LAX indefinitely. This caused the temporary closure of the Airport restaurant, Hertz rental car, the travel service, other airport tenant businesses, and forced the air traffic control tower to reduce hours due to the low amount of air traffic transiting SCK.

As the pandemic unfolded, the Airport staff immediately put in place new procedures to cut costs and protect our staff, tenants, and traveling public. Some of the cost saving measures included turning off the heat and air conditioning unless absolutely needed, only using lights in the terminal and office as needed, and completing work that might have otherwise been contracted out. Additionally, we suspended the search for a new Deputy Director as well as allowing the contract for our marketing consultant to expire. The safety protocols that were implemented included, but are not limited to, adding signage throughout the terminal, utilizing teleconferences instead of in person meetings, only one staff member per vehicle and wiping each vehicle down with disinfectant wipes prior to and after each use, and use of social distancing protocols.

The impacts noted in this report are not all inclusive and the full effect of this pandemic on our aviation community at SCK will not be known for months, possibly years. But it is safe to say that the aviation industry will be forever changed because of it.

Committee Training

The CAAC members have completed the required Ethics Training and one new committee member is waiting for class dates to register for and attend the required Government Leadership Training per County guidance.

Other Committee Activities

The CAAC continues to show its involvement regarding the transformation of the airport with key advice regarding future development and commitment to the airport during this pandemic.

BEFORE THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN JOAQUIN,
STATE OF CALIFORNIA

**CONFLICT OF INTEREST CODE FOR THE DEPARTMENT OF AVIATION
COUNTY AVIATION ADVISORY COMMITTEE**

The Board of Supervisors of the County of San Joaquin ordains as follows:

The Conflict of Interest Code for the Department of Aviation County Aviation Advisory Committee is hereby amended as follows:

Section 100. Purpose.

Pursuant to the provisions of Government Code Sections 87300, et. seq., the County Aviation Advisory Committee (CAAC) hereby adopts the following Conflict of Interest Code. Nothing contained herein is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code Section 87100 and other laws pertaining to conflicts of interest. Except as otherwise indicated, the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this code shall be interpreted in a manner consistent therewith.

Section 200. Designated Positions.

The ~~positions listed on Exhibit "A"~~ following positions are designated positions:

- Nine (9) public members appointed by the Board of Supervisors including one (1) Chair and one (1) Vice Chair.
- Two (2) members of the Board of Supervisors to serve as ex-officio members.

Members holding those positions are designated members and are deemed to make, or participate in the making of, decisions which may foreseeably have a material effect on a financial interest.

Section 300. Disclosure Statements.

Designated positions shall be assigned to one or more of the disclosure categories set forth ~~on Exhibit "B"~~:

- Investment and Real Property Report
- Personal Income Report
- Business Entity Income Report

Each designated member shall file an annual statement disclosing that member's interest in investments, real property, and income, designated as reportable under the category to which the member's position is assigned.

Section 400. Place and Time of Filing.

- (a) All designated members required to submit a statement of financial interests shall file the original with office of the Department of Aviation.
- (b) The office of the Department of Aviation which receives the statement of financial interest shall file the original unless the statement is that of Chief Executive Officer or a member of a board or commission not under the jurisdiction of the Board of Supervisors. In the latter cases, a copy shall be filed and the original transmitted to the Clerk of the Board.
- (c) A designated member required to submit a statement of financial interest shall submit an initial statement within 30 days after the effective date of this code.
- (d) Civil Service members appointed, promoted or transferred to designated positions shall file initial statements within 30 days after date of employment.
- (e) All other members appointed, promoted, transferred to designated positions shall file initial statements not less than ten (10) days before assuming office (or if subject to confirmation, ten (10) days before being confirmed). Unless an earlier assumption of office is required by emergency circumstances, in which case, the statement shall be filed within 30 days thereafter.
- (f) Annual statements shall be filed as required and directed by all designated members. Such statements shall cover the period of the preceding calendar year.
- (g) A designated member required to file a statement of financial interest with any other agency, which is within the same territorial jurisdiction, may comply with the provisions of this code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document.

Section 500. Contents of Disclosure Statements.

Disclosure statements shall be made on forms supplied, and in its entirety, by the San Joaquin County Registrar of Voters Office and shall contain the following information:

- (a) Contents of Investment and Real Property Reports:

When an investment, or an interest in real property, is required to be reported, the statement shall contain:

1. A statement of the nature of the investment or interest;
2. The name of the business entity in which each investment is held and a general description of the business activity in which the business entity is engaged;
3. The address of other precise location of the real property;
4. A statement whether the fair-market value of the investment, or interest in real property, exceeds ten thousand dollars (\$10,000) and whether it exceeds one hundred thousand dollars (\$100,000). This information need not be provided with respect to an interest in real property which is used principally as the residence of the filer.

(b) Contents of Personal Income Reports:

When personal income is required to be reported, the statement shall contain:

1. The name and address of each source of income aggregating two hundred and fifty dollars (\$250) or more in value, or twenty-five dollars (\$25) or more in value if the income was a gift, and a general description of the business activity, if any of each source;
2. A statement whether the aggregate value of income from each source was greater than one thousand dollars (\$1,000) and whether it was greater than ten thousand dollars (\$10,000);
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the amount and the date on which the gift was received;

(c) Contents of Business Entity Income Reports

When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

1. The name, address and a general description of the business activity of the business entity;
2. In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's pro-rata share of fees from such person was equal to or greater than one thousand dollars (\$1,000);

3. In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's pro-rata share of gross receipts from each person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

(d) Contents of Management Positions Reports:

When management positions are required to be reported, designated members shall list the name of each business entity not specified above in which they are a director, officer, partner, trustee, employee or in which they hold any position of management.

(e) Initial Statement:

The initial statement filed by a member appointed to a designated position shall disclose any reportable investments and interests in real property.

(f) Acquisition or Disposal During Reporting Period:

In the case of a statement filed under Section 400 (f), if the investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

Section 600. Disqualification.

Designated members must disqualify themselves from making or participating in the making of any decisions in which they have a reportable financial interest when it is reasonably foreseeable that such interest may be materially affected by the decision. No designated member shall be required to disqualify himself or herself with respect to any matter which could not be legally acted upon or decided without his participation.

AIP-44 CARES ACT GRANT	\$18,550,962.00
LESS EXPENDITURES:	
Payroll	\$174,762.67
Utilities	\$0.00
Maintenance	\$0.00
TOTAL EXPENDITURES	\$174,762.67
GRANT BALANCE	\$18,376,199.33