

**San Joaquin County Aviation Advisory Committee  
Regular Monthly Meeting (in person)  
June 28, 2022 Minutes**

Call to Order: The meeting was called to order at 5:02 p.m. by Chairman Bill Trezza.

Roll Call:

Members Present: Bill Trezza-Chairman, Verlyn Wolfe-Vice Chair, Greg Hennefer, Marla Livengood, Mary Macias, Mark Plovnick, Bill Ross

Members Absent: Wes Rhea  
Supervisor Patti and Villapudua could not attend.

Staff Present: Russell Stark-Director

Chairman Trezza and the Committee welcomed Mr. Hennefer to the Advisory Committee. Mr. Hennefer provided a brief overview of his background.

Minutes for the April 26, 2022 and May 24, 2022 meeting were approved. Motion- Verlyn: Second Mark.

**I. Discussion Item**

A. Ethics Training – Every 2 years

- Russ reminded the committee that if they have not completed the ethics training to contact the County and if they run into any issues, to reach out to Airport Administration to obtain instructions regarding the training. If they have completed the training, they were asked to provide the certificate of completion. Bill Ross needs to complete this training and asked if the link to the training could be resent to him, if training can be conducted in Airport Administration or if he could do on-site training at another location.

B. Public Board Training – Once

-Russ reminded the committee to contact the County and if they run into any issues, to reach out to Airport Administration to obtain instructions regarding the training. If they have completed the training they were asked to provide the certificate of completion. Please send the certificate to Russ. Bill Ross needs to complete this training.

C. Oath of Office – All Airport Advisory Committee members have a current Oath of Office. Thank you!

C. Current Project Update

**1. ARFF** – As of June 28, 2022, all items have been received. Grant closeout was submitted to the FAA on March 4, 2022.

**2. Security System Upgrades** – The security system project is progressing. The Airport is holding regular meetings with Birdi systems. The contractor is conducting some door cutover work and gate work is complete. We are still waiting for some long lead items. We are

expecting to set poles the first or second week in July. A site walk was completed by our consultant and a list of work remaining will be provided to Birdi.

**3. Perimeter Fence** – Project is complete. Grant closeout to the FAA on May 11, 2022.

**4. Ticket Counter Upgrades-** The contract has been approved by the Board of Supervisors and has been awarded. Airport administration is working through some final administrative details with the FAA regarding requirements that must be met for this project to receive reimbursement from the use of CARES grant funds. The Airport and Contractor are also validating the design for ADA compliance. The project to begin immediately after these actions are completed. Still waiting for permits from CDD.

**5. Seat Power outlets** – This project has been approved and the parts have been ordered. Once the parts arrive, the project can be completed in just a few hours. A test unit has been installed and is being used continuously by passengers. The brackets are ready but the unit themselves are on backorder due to part shortage.

**6. GA Taxilane Rehab** – Project started on Monday, March 21, 2022. The contractor is wrapping up phase 5 by July 18, and will start phase 6 on July 19, 2022. Project remains ahead of schedule.

D. Future/Planned Projects

- 1. Cargo Ramp Expansion** – The contract award was approved by the Board of Supervisor on 5/24/2022. The Airport will move forward with the Notice to Proceed once all the approved documents are received back from the Board. The signed contract is expected from the Chairman of the Boards office on June 29, 2022.
- 2. Taxiway D Connector** – No change.
- 3. Cargo Taxilane Rehab** – A project design grant has been applied for through the FAA for this year.
- 4. Terminal Building** – The project has been added back on the ACIP and the Airport is working with the FAA on the information needed. Funding for this project continues to be of primary concern.

E. **Airpark 599**

The Committee asked for an Airpark 599 update as soon as this can be arranged, preferably at the July 26 meeting or the next meeting in August.

F. **Air Cargo Service Update**

No changes

G. **COVID 19**

No changes since the Federal mask mandate for public transportation, which includes Airports and wearing the mask on aircraft, has been lifted by court order. Airport Administration is waiting to see how the Federal government will respond.

H. **CARES ACT/CRRSA/ ARPA**

Spreadsheet sent to Committee. The Committee asked for an expenditure plan for each of the Grants to be provided at the next Committee Meeting.

I. **Community Engagement**

None.

J. **Air Service Update**

Director Stark cancelled his trip to an air service conference in Reno in June due to lack of airlines participation.

II. **Action Items –**

- Provide training options to Bill Ross
- Coordinate Airpark 599 update with County and Catellus.
- Provide Grant expenditure plan at next meeting.
- Provide total square yards per phase of GA Apron Project.
- Provide semi-annual balance sheet information to the Committee. Dates to be discussed at next meeting.
- Provide committee and new members an overview brief at the next meeting. Possible tour to follow, if time and personnel allow.

III. **Communications – None**

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

V. **Public Comment** (Must complete Public Comment Form) – None

Adjournment: There being no further business, the meeting was adjourned at 6:06 pm

**Next Regular Meeting: July 26, 5:00pm**  
**This meeting will be in person**