



ASSOCIATION OF CALIFORNIA AIRPORTS

BOARD MEETING MINUTES
Conference Call Meeting
11:00 am, Wednesday, February 12, 2020

BOARD MEMBERS PRESENT:

Rayvon Williams, President
Mary Hansen, Secretary/Treasurer
Andy Swanson, Vice President
Ashley Whitmore, Board Director
Cody Roggatz, Board Director
David Decoteau, Board Director
Carol Ford, Board Director
Gary Engel, Board Director
Gary Gosliga, Board Director
Justin Castagna, Board Director
John Pfeifer, Board Director
Benny Stuth, Board Director
Richard Smith, Board Director
Charlie Broadbent, Board Director
Cory Hazlewood, Board Director

BOARD MEMBERS ABSENT:

Scott Malta, Past President
Chuck McCormick, Board Director

Guests:

Gill Wright, AOPA
Brendan O'Reilly, Member
Mark Bautista, Member

The meeting was called to order at 11:04 am by President Rayvon Williams.

Confirmation of Quartum

A quorum was confirmed.

Approval of Agenda

Carol Ford made a motion to approve the agenda. The motion was seconded by Richard Smith and unanimously approved.

Approval of Minutes

Benny Stuth made a motion to approve the minutes of January 8, 2020, as written. The motion was seconded by Cody Roggatz and unanimously approved.

Treasurer's Report

The Treasurer's Report is noted on the "Agenda Key Summary Points." No additional report was provided.

Reports

See attached "Agenda Key Summary Points." Prior to the agenda, each of the key committee chairs send a brief statement, report, or general comments on committee activity to the Secretary/Treasurer. This becomes part of the "agenda packet" that each Board Member receives to prepare for the meeting.

- a. 2020 Conference Update
Benny Stuth further discussed the idea of presenting additional awards to members. Cory suggested recognizing airports/individuals that may have received an award from another group or organization.
- b. Legislative Update
Carol Ford added that Sara Johnson has indicated that there is a trailer bill that relates to a reporting mechanism for jet fuel sales collected. She will find out more information.
- c. California Aerospace & Aviation Days
The final conference call on the event preparations is expected tomorrow. There has been discussions arise concerning the reception as ASA has planned a small reception in the Lt. Governor's room which has limited space. Carol was asked to look into some reception options that could accommodate more people as has been done in previous events.
- d. Emerging Technologies Committee
No additional information. The survey was send out and considerable responses are already coming in.
- e. Leadership Development Committee
No additional information.
- f. Survey Team
The Survey Team report is under "Unfinished Business."

Unfinished Business

- a. Survey Team Update

The Board agreed to release the memorandum to the membership. This will remind the membership that we heard them and are also addressing a number of other items related to the conference. Gary reminded the Board to check out the Trakker and information posted. It was generally agreed to continue to use the system developed for a year and evaluate at that time whether to continue. It has become a good source of information on what ACA is doing and where it is concentrating efforts.

New Business

- a. Resignation of Board Director Scott Malta and Consideration of Replacement

Brendan O'Reilly agreed to step back into his role as Past President.

Announcements

There were no announcements.

The meeting was adjourned at approximately 11:55 am.

Submitted by

Mary A. Hansen
Secretary

Approved: _____

Date: _____

Agenda Key Summary Points

VI Treasurer's Report:

ACA General Account	\$ 23,918	
Aviation Day Account	<u>21,793</u>	
Total ACA Funds		<u>\$ 45,711</u>

There is approximately \$450 additional revenue pending from membership renewals.

VII Reports

a. 2020 Conference Update

The Conference Committee has been formed. The committee plans to have meetings on the first Wednesday of each month. The Committee is brainstorming ideas for sessions and exploring some additional awards to give out.

b. Legislative Update

The Bermuda Dunes Airport is a privately-owned public use airport and brought this to our attention related to taxes on our real property which is far different from airports owned by a municipal/government entity. I point this out because there is a petition being circulated to make commercial property taxed not under Proposition 13, but on assessed value. Here is a link to information about this initiative:

[https://ballotpedia.org/California_Tax_on_Commercial_and_Industrial_Properties_for_Education_and_Local_Government_Funding_Initiative_\(2020\)](https://ballotpedia.org/California_Tax_on_Commercial_and_Industrial_Properties_for_Education_and_Local_Government_Funding_Initiative_(2020))

Fear is If this becomes law it will severely impact all privately-owned airports in California. There has been numerous discussions with Legislative committee and two calls to Senator Patterson's office. It looks like the ballot initiative will impact all airports, not just private airports. Our team is still working on this matter. Voters will decide. Legislators are limited to influence as this is an ballot initiative not an AB or SB.

Additionally, Sara Johnson with CAC tells us there is movement in State funding of airports. More information to be provided.

California Aerospace & Aviation Days 2020

The CAAD Conference Committee continues to make progress as we partner with ASA for the end of month Aerospace and Aviation Days. Members of the committee recently held a final conference call with the CHP permit office. Our logistics for the exhibit tent is close to done. The Legislative Committee is developing a team approach for drop-in visits with Legislators. We are planning an on-site walk-through for the electric aircraft display most likely next week. The next joint ACA/ASA update meeting is February 13th and we expect to finalize the agenda, which is attached to this summary. The event brochure is also attached and has been finalized and sent to Caltrans for printing.

c. Emerging Technologies Committee

The Emerging Technologies Committee is holding its second meeting on 2/6/2020. A survey is being prepared by Gary and GI to receive feedback from those that may be involved with emerging tech companies and planning efforts. A Board update will be shared following the next committee discussion.

d. Leadership Development Committee

The LDC developed a number of pathways to facilitate leadership development, focusing on the basics first: resources and information. Attached is an outline for a leader's toolbox targeting airport managers, ACA members, and even the public. Our mission may center on ease of access to important information and resources, for a number of reasons. If we inform the public better, our jobs become easier as airport managers. (Toolbox outline attached)

e. Survey Team

The Survey Team will update the Board on its recent email deliverable to members. The team will also seek approval to release the Board Memo to the members as the final delivery from the Survey Team. (Board Memo attached)

VIII Unfinished Business

- a. Survey Team – The Committee will seek Board approval to announce to the membership the roll out of the three deliverables from the survey.

IX New Business

- a. Resignation of Board Director Scott Malta and Consideration of Replacement

Scott Malta, Past President, has advised the Board that he has taken a new job in North Carolina and will start later this month. According to the Bylaws, the previous Past President would take the Director's seat. Rayvon will contact Brendan O'Reilly as he was the Past President. If he does not wish to continue, the Board can appoint a new person to fill the seat.

X Announcements

The next ACA Board meeting is scheduled for 11 am, Wednesday, March 12, 2020.

Draft ACA Agenda for 2020 Aerospace and Aviation Days
revised 1/18/2020

Monday, February 24

Presentation of Resolutions, time TBD by individual houses

Resolutions presented by Senate and Assembly representatives on house floors to ASA and ACA representatives. Should have one representative of each organization for each house in the event that the resolutions are presented concurrently. Note: in 2019 Senator Allen unexpectedly presented the Senate resolution on Thursday preceding the event with no ACA representative in attendance (ASA rep there?). ASM Patterson presented the Assembly resolution on the Assembly floor on Monday afternoon with representatives of ACA, ASA, CalPilots, AOPA, NBAA, and SWAAAE in attendance.

Monday afternoon or Tuesday morning

We will ask for the following meetings for this time frame:

- Meet and greet and aviation issues briefing with Amy Choi, new Chief, DOT Division of Aeronautics. (Tentative for 25 or 26)

Representatives of ACA, ASA, AOPA, CalPilots, NbAA, SWAAAE to be invited.

Tuesday (arrangements by ASA)

- Hearing on Aerospace, Aviation, and Emergency Services (arrangements by ASA; Assembly Select Committee on Aerospace or Senate Select Committee on Aerospace and Defense? Location TBD-room 125?)

Tuesday, February 25

Time TBD	Breakfast Roundtable Discussion (arrangements by ASA; time and location TBD)
10:11:30 AM	Aviation issues briefing with Aviation Caucus members and staff (ASM Patterson staff arranging)
12:00-1:00 PM	Lunch and legislative visits pre-briefing (we have a block of rooms at the Residence Inn and have reserved the Board Room for lunch and the pre-briefing.)
1:00-3:00 PM	Visit all legislature member offices in teams. Need to get lists of members by room number from Carole Wilson (John P. has arranged).
3:30-4:00 PM	Visit debrief at hotel.
5:00-7:00 PM	Joint legislative reception. (ASA to arrange; In Capitol or across the street at The Diplomat as in 2019? Or where?)

Wednesday, February 26

8:00-11:00 AM	Tent and exhibit setup
11:00 AM	Opening Ceremony-West Capitol Steps <ul style="list-style-type: none">• Color Guard• Opening remarks: ACA, ASA, ASM Patterson, Sen. Roth, Other Aviation Caucus members
11:30-12:00	Drone demonstration by Sacramento Fire Department; west lawn area
11:00 AM-2:00 PM	Exhibits; other legislative meetings as necessary

ACA Airport Leader Tool Box

To serve the members and board of the ACA, as well as airport managers throughout California, the Leader Tool Box is provided to better inform and provide a resource for effective action.

Presentation of the Tool Box

- I. Online
 - a. Dedicated toolbox webpage on <http://www.calairports.com/>
 - b. Indexed by content theme
 - c. Word searchable
- II. Allows for general input, through a clearinghouse process, enabling new information to be added over time.
 - a. Information forwarded to appropriate committee members for evaluation and inclusion.
 - b. Ongoing outreach to members and managers to determine topic areas for inclusion.



Contents of the Tool Box

- I. Orientations
 - a. New ACA member and director orientation
 - b. New airport manager orientation
- II. Foundational Information
 - a. FAA
 - i. Airport Development Offices (ADO)
 1. Purpose
 2. Locations/contacts
 - ii. Advisory Circulars (AC) purpose and access to ACs
 - iii. Airport Planning
 1. Airport Layout Plan (ALP)
 2. Airport Capital Improvement Plan (ACIP)
 - iv. Grants
 1. Airport Improvement Program
 2. Aviation Block Grant
 3. CalTrans – Annual Credit Grant / AIP matching grant
 - v. Airport Characteristics
 1. Airspace control and classifications
 2. Runway weight limits and exceptions
 3. Safety and security
- III. Local Agency Regulations and Control
 - a. County code (laws) regarding your airport
 - b. Airport Master Plans
 - c. Leasing and lands use policies
 - d. Storm water runoff management and analysis
- IV. Airport Management Operations
 - a. Airport Safety and Security
 - i. Perimeter security
 - ii. Taxiway and runway safety of operation
 - iii. Hangar inspections
 - iv. Storm water outfall checks (ensure no non-storm water)
 - v. Airport incident/accident response preparations
 - vi. Guidelines – (gate access, acft washing, complaints, suggestions, etc.)

- b. Tenant and Neighbor Relations
 - i. Lease language that is clear and decisive
 - ii. Methods of communicating ideas, complaints, etc., with airport management.
 - iii. Airport committee meetings
 - iv. Agency political body notices

ASSOCIATION OF CALIFORNIA AIRPORTS

MEMORANDUM



ASSOCIATION OF CALIFORNIA
AIRPORTS
P. O. Box 629
Marysville, CA 95901

BOARD OF DIRECTORS:

Rayvon Williams, CM, CAE
President
WATSONVILLE MUNICIPAL
Central Coast Region

Scott Malta, CAE, AAE
Past President
CASTLE AIRPORT
Central Valley Region

Andy Swanson
Vice President
PALO ALTO AIRPORT
San Francisco Bay Area Region

Mary Hansen, CM, CAE
Secretary/Treasurer

Benny Stuth
TUOLUMNE COUNTY AIRPORTS
Central Valley Region

Cody Roggatz, CM
HUMBOLDT COUNTY AIRPORTS
Northwest Region

David Decoteau, CAE, AAE
LIVERMORE AIRPORT
San Francisco Bay Area Region

Gary Gosliga
MARCH INLAND PORT AIRPORT
AUTHORITY
Inland Empire Region

Ashley Whitmore
TEHACHAPI MUNICIPAL
Eastern Sierra Region

Richard Smith, CAE, CM
LOS ANGELES COUNTY
Los Angeles Region

John Pfeifer
Corporate Member Non Profit

Carol Ford
Ford Aviation Consultants
Corporate Members Non Profit

Cory Hazlewood
C & S COMPANIES
Corporate Member

Chuck McCormick
MEAD & HUNT
Corporate Member

Justin Castagna
Aeroplex/Aerolease Group
Corporate Member

WWW.CALAIRPORTS.COM
Incorporated as a 501(c)6

DATE: December 9, 2019
TO: ACA Board Members
CC:
FROM: ACA Survey Team
SUBJECT: Survey Results Action Plan Items for Conf. Committee

Dear ACA Board Members,

The Survey Team has initiated informative discussions with the ACA Board in response to Member suggestions/recommendations derived from the recent survey after the 2019 Conference.

Survey Topics for Conference Committee (Potential Future Board Actions):

1. Bring students into the mix. Maybe as moderators and conference assistance tasks. This may also include respective airport staff.
2. Establish a Team Building exercise during the conference and new leadership break out session with seasoned airport managers (Q&A).
3. Create a few breakout sessions (FAA AIP 101, City/County representatives forum, AIP funded project requirements during construction, revenue generation, fuel tax, how to successfully express the importance of aviation to community leadership, successful succession planning, maintenance plans and land leases, environmental PFAS and other new impacts, obstruction mitigation and enforcement, revenue diversion, lease reversion clauses).
4. Continue emerging technologies discussion and develop resources to keep members up to date (maybe part of the Manager's Toolbox).
5. How to help airports build their brand.
6. Bring aviation attorneys in for panel discussions about an array of aviation matters.
7. Consider conference venue options. Consider reconfiguration of existing venue.
8. Include representatives from the Aviation Caucus and possibly set up a panel session.
9. Make more time for questions (shorten presentations) and possibly set up a break out session dedicated to the curious who have questions for consultants and other airports and/or FAA.
10. Expand conference reach with breakout sessions during normal conference sessions. Offer members options on how they best wish to use their time.
11. Regional Director breakout sessions with corresponding District airports.

If you are interested in participating in subcommittees in your area of interest, please reach out to Gary Gosliga, Andy Swanson or Justin Castagna.

Survey Team