

Official Minutes for CAC Meeting on January 23, 2020

Minutes were approved by the CAC on July 23, 2020



DATE: July 23, 2020

TO: Council Airport Committee

FROM: Director of Public Works

SUBJECT: Approval of Minutes of the January 23, 2020 Council Airport Committee (CAC) Meeting

CALL MEETING TO ORDER

Council Member (CM) Zermeño called the meeting to order at 5:30 p.m. with CM Wahab. CM Salinas was absent.

City staff: Alex Ameri, Director of Public Works
Doug McNeeley, Airport Manager
Pamela Svrclin, Airport Operations Supervisor
Ara Balian, Airport Operations Specialist
Amy Toste, Senior Secretary

Members of the public present:

Scott Briggs	Ann Maris	Carlos Rodriguez
Bruce King	Tom Panico	

PUBLIC COMMENTS

None.

REPORTS/ACTION ITEMS

1. Approval of Minutes for September 19, 2019

A motion was made by Council Member Zermeño and seconded by CM Wahab. The motion passed unanimously with Council Member Salinas absent; minutes approved as submitted.

2. Review and Comment on the Professional Services Agreement with Kimley-Horn and Associates, Inc. for the Sulphur Creek Mitigation Design Project at the Hayward Executive Airport.

Airport Manager Doug McNeeley presented the report, which included the history of the project and current permitted-related issues that led to the expiration of the original contract with Kimley-Horn and the need to accommodate the revised scope in a new agreement.

There was discussion regarding the need for and timing of a new Kimley-Horn agreement. Airport Operations Supervisor Pamela Svrclin stated that the new agreement with Kimley-Horn will allow Airport to retain their expertise in meetings to help choose a new mitigation site and to complete the design phase of the project as scheduled. Council Members provided suggestions and assistance to Airport Staff to find a new mitigation site which the Alameda County Flood Control District would approve.

A motion was made by Council Member Zermeño and seconded by CM Wahab to recommend the new Kimley-Horn and Associates, Inc. agreement to City Council. The motion passed.

Public Comments

Bruce King, representative of the Friends of San Lorenzo Creek, was concerned that Alameda County Flood Control District rejected a proposed mitigation site.

Ann Maris, representative of the Friends of San Lorenzo Creek, concurred.

3. Review Proposed Online Driver Training Course

Airport Manager Doug McNeeley presented a summary of the report, which will move the driver training to an online platform to provide improved customer service.

Council Member Wahab asked about the quantity of gate cards issued per month. Airport Operations Supervisor Pamela Svrclin answered it was an average of 30 per month.

Council Member Zermeño asked if anyone from the public could take the class. Airport Manager McNeeley responded that Airport access and the need to complete training is limited to those who have a valid need to access the Non-movement Area of the Airport.

Public Comments

None.

4. Oral Presentation on the 2019 Airport Open House

Mr. McNeeley presented a review of the 2019 Airport Open House. New this year was the Women in Aviation booth which introduced children to careers in aviation. The 2020 Airport Open House event is scheduled for Sunday, September 20, 2020.

Council Member Wahab asked if the event could be moved to earlier in the year. Mr. McNeeley responded that the event has been held in both the spring and the fall, and staff has found that mid-September has been the best time in terms of weather and attendance by the public.

Public Comments

Council Member Zermeño asked the attendees of the CAC Meeting to offer suggestions of displays or events that they would like to see at the 2020 Airport Open House. These are the suggestions: a carnival ride for small children, a military tank, an old Humvee (in addition to the vehicle provided by Huey Vets). It was suggested that staff can consider resources from Camp Parks in Dublin, CA, or at the former naval base in Alameda, CA.

5. Oral Presentation on a Promotional Brochure

Airport Manager McNeeley presented the plans for a new promotional brochure. Mr. McNeeley provided a hard copy of the draft brochure for the CAC members to review. The target audience includes persons registering a noise complaint and to attendees at public events.

Public Comments

None.

6. 2020 Agenda Planning Calendar

Mr. McNeeley presented the informational report with the following upcoming items:

1. Project Update on Taxiways Zulu & Foxtrot (April 2020)
2. Annual Evaluation of 2019 Airport Noise Program (April 2020)
3. Update on Hangar Condition Assessment (July 2020)
4. Hotel Construction Update (July 2020)
5. Review of 2020 Airport Open House (October 2020)
6. Report on Summer Activities for Teens at other General Aviation Airport (unscheduled)

The following items were added by the Committee: an update to Sulphur Creek project to April 2020, and an update on the international flights into Hayward Executive Airport

Public Comments

None.

Committee Member/Staff Announcements and Referrals

None.

ADJOURNMENT

The meeting adjourned at 6:25 p.m.

Meeting Attendance

	Present 1/23/20 Meeting	Present to Date This Calendar Year	Excused to Date This Calendar Year	Absent to Date This Calendar Year
Mark Salinas	no	0	0	1
Aisha Wahab	✓	1	0	0
Francisco Zermeño	✓	1	0	0