



DATE: October 11, 2018

TO: Council Airport Committee

FROM: Interim Director of Public Works

SUBJECT Approval of Minutes of the Council Airport Committee (CAC) Meeting held on July 12, 2018

CALL MEETING TO ORDER

Council Member (CM) Zermeño called the meeting to order at 5:30 p.m. with CM Mendall and CM Salinas present.

City staff: Doug McNeeley, Airport Manager
Todd Strojny, Airport Business Supervisor
Noemi Dostal, Management Analyst II
Amy Toste, Senior Secretary
Ara Balian, Airport Operations Specialist

Members of the public present:

Scott Briggs	David Cunningham	Carlos Rodrigues
Bob Burnett	David Gregerson	Jerry Turney
Maggie Cook	Otto Hooks	Kate Turney
Wayne Cook	Tom Panico	

PUBLIC COMMENTS

Mr. Jerry Turney stated that he is not opposed to a hangar rent increase and hopes that both sides come to a fair and equitable solution for FY 2020.

1. Approval of Minutes for April 12, 2018

Minutes approved as submitted.

2. Feasibility of U.S. Customs Office at the Hayward Executive Airport

Airport Manager Doug McNeeley presented the report. In 2017 there were 241 international flights that departed from Hayward Executive Airport (HWD). Assuming three crew members and six passengers per flight, HWD generated 2,169 international travelers that year. When those travelers return to the United States, they need to clear U.S. Customs by returning to a

different airport, and then land at HWD. This process is an issue for aircraft owners as it burns additional fuel, time, and adds maintenance cycles on the aircraft engines. To avoid this hassle, there are two options available to aircraft owners to obtain U.S. Customs services at HWD, 1) User Fee Airport Program (UFA), and 2) Pre-clearance. The UFA would require a new, independent facility to be constructed at an estimated cost of \$2.26 million plus a fee of \$160,000.00 to have Customs officers stationed at HWD to process aircraft, travelers, and cargo. If the CAC wants to pursue the UFA option, the next steps are, 1) to submit a formal proposal, 2) inspection by U.S. Customs, 3) U.S. Customs provides a technical design, 4) Staff calculates costs, and 5) the results will be brought before CAC.

CM Salinas asked where a U.S. Customs facility could be built. Mr. McNeeley said it could be by the Administration Building or next to the Air Traffic Control Tower. The facility would be only occupied by U.S. Customs.

CM Salinas inquired about if there are other airports in the area with U.S. Customs, current procedures, and if the U.S. Customs office would provide other services. Airport Manager McNeeley responded that there are no other general aviation airports in the area that offer this service. Any incoming international flights currently must stop at Oakland International Airport or San Jose International Airport prior to arriving at HWD. In addition, U.S. Customs officers do not perform any additional duties outside of inspecting aircraft, travelers, and cargo. If there are not any international flights arriving at HWD, the Airport is still responsible for the full fee.

CM Mendall stated that \$160,000 is a lot of money for just 241 international flights per year. He questioned the fees HWD would collect and if these fees would cover the cost of the Customs program and construction of a facility. CM Mendall said this service might be needed as the airport grows.

CM Zermeno asked about the time it would take for staff to pursue the next steps for a U.S. Customs facility and to research funding. Mr. McNeeley answered that it would not be a burden on staff. The proposal and U.S. Customs inspection of HWD is free, but no grants are available for the construction of the facility.

CM Zermeno questioned if staff has polled the tenants and businesses regarding a U.S. Customs facility. Mr. McNeeley responded that he has talked with APP Jet Center and Meridian Hayward and has been approached by some based jet tenants. CM Zermeno suggested that a formal poll be conducted.

CM Zermeno noted the positive economic impact of such a service and he would like staff to pursue the possibility of a U.S. Customs facility. He agrees that it is a current “want” and not a “need”.

PUBLIC COMMENTS

Mr. Gregerson, tenant, asked for clarification on the pre-clearance option and asked if it will become more available, at more airports, in the future.

Ms. Cook, tenant, added that, based on the estimated costs to build a U.S. Customs facility and to staff it, the cost would equate to \$8,700 per flight. She queried if the total cost is justifiable, and if the Airport would be able to attract more than 241 international flights per year.

3. Semi-annual Evaluation of Airport Noise Program

Mr. McNeeley introduced Ara Balian, Airport Operations Specialist, to the committee. Mr. Balian presented the reports for both September-December 2017, and January-March 2018.

CM Zermeño asked what the Noise Office does with the pilots who exceed the ordinance. Mr. Balian responded that he contacts the aircraft operators, advises them of the 1992 Noise Ordinance, and works with the pilots on operating the aircraft in a more safe and quiet manner. Mr. McNeeley added that repeat offenders are not a large problem. Most of the problem aircraft either change their operating procedures or do not return to HWD. Violation of the Noise Ordinance can lead to either fines or excluding the aircraft from HWD. In the past seven years, Mr. McNeeley stated that aircraft operators were fined in three or four instances, and no aircraft have been excluded from the airport.

PUBLIC COMMENTS

None.

4. Updated 2018 Agenda Planning Calendar

Airport Manager Doug McNeeley provided an update on an item scheduled for October 2018 meeting, "Update on Hangar Condition Assessment". The agreement for Kimley-Horn & Associates to perform the assessment has been signed. There will be a meeting with the stakeholders prior to the work commencing in September 2018.

CM Salinas recommended that staff reach out to regular noise complainants and to invite them to the kick-off meeting to give them a chance to participate. Mr. McNeeley agreed that outreach can improve relations, but the regular noise complainants are not likely to participate in the hangar assessment kick-off meeting. Airport Manager McNeeley will have Mr. Balian follow up with some outreach options to the complainants.

CM Mendall asked that staff add an item to discuss a summary of Airport's CIP to show the project, a short description, and the estimated costs. CM Zermeño echoed CM Mendall's comment for a master plan of projects. Mr. McNeeley promised a summary of the known projects on within the CIP budget, and to also add the projects that may arise in the next 10 years which are not yet in the budget.

CM Zermeño asked about an Airport calendar of events and how staff notifies people. Mr. McNeeley responded that the Airport is involved in three events each year (Airport Open House, and the two tenant appreciation days). Airport Senior Secretary Amy Toste added that a list of events & holidays is provided to new tenants, plus Staff utilizes the Airport's website

to keep the public apprised of current events and club meetings. CM Zermeño asked that Staff also have these items add to the internal, City-wide calendar to avoid conflicts with other City events.

PUBLIC COMMENTS

None.

Future Agenda Items

1. Update on Hangar Condition Assessment (October 2018)
2. Demand for Phase II of Administration Building (October 2018)
3. Update on Promotional Materials for Airport (October 2018)
4. Update on Sulphur Creek Improvement Project (TBD)

Committee Member/Staff Announcements and Referrals

Mr. McNeeley made the following announcements of events:

1. Tenant Appreciation Day is on Thursday, August 2, 2018, from 11am-2pm in the Administration Building.
2. Memorial Tree Planting Ceremony in honor of Mr. Gary Briggs is on Friday, September 7, 2018 at 10:00am on the Air Traffic Control Tower Lawn.
3. Airport Open House is on Sunday, September 23, 2018, from 10am-4pm, at the Green Ramp.
4. Installation of additional fire extinguishers to the City Hangars will take place the week of July 16, 2018.
5. In preparation for an upgrade of outside hangar lighting to LED lights, there are samples of two kinds of fixtures and lighting. These samples are on the outside of HM04 & HM06. Airport Staff is looking for comments and opinions from users of the airport.

ADJOURNMENT

The meeting adjourned at 6:20 p.m.