



## SUMMARY REPORT

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**Agenda Date:** 7/8/2025

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**To:** Board of Supervisors

**Department or Agency Name(s):** Sonoma County Public Infrastructure

**Staff Name and Phone Number:** Johannes J. Hoevertsz, 707-565-2550

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Airport Approach Feasibility Study - Phase II

**Recommended Action:**

Approve and authorize the Director of Sonoma County Public Infrastructure (SPI) to execute an agreement with Cignus Consulting, LLC (Cignus), for Phase II of the Airport Approach Feasibility Study in an amount not to exceed \$275,000 related to services for the Charles M. Schulz - Sonoma County Airport (Airport).

**Executive Summary:**

The Sonoma County Public Infrastructure Department (SPI), Airport Division, requests that the Board authorize the Director of Sonoma County Public Infrastructure to execute an agreement for Phase II of an Approach Feasibility Study with Cignus Consulting, LLC (Cignus). The cost for Phase II will not exceed \$275,000 and will complete the Approach Feasibility Study initiated in 2022. Completion of the second phase work product by Cignus is expected in the first quarter of 2026. Once complete, the study will be filed with Federal Aviation Administration (FAA). FAA review is estimated to take 24 to 36 months.

**Discussion:**

**Selection of Cignus**

An RFP was advertised on 8/24/21 requesting proposals for both Phase I and Phase II work. Four proposals were received and reviewed after the deadline of 10/15/2021 with all four submitters being invited for interviews on 1/19/2022. After interviews and presentations were reviewed Cignus was chosen as the top competitor by the panel of reviewers which included Airport staff, an Aviation Commission member, a Federal Aviation Administration member and a District 4 staff representative.

**Phase I Background:**

On August 9, 2022, the Board approved Phase I of the Approach Feasibility Study with Cignus Consulting, LLC for \$278,500. Phase I of the study included assessing the existing flight procedures, evaluating aircraft flight tracks, reviewing noise complaints, evaluating conceptual alternative options, and meeting with the community to understand noise concerns and educate them on the FAA mandated process to change established procedures.

With these efforts complete, Cignus has made recommendations for the redesign of procedures to mitigate noise, reduce emissions, and provide a better approach to the runways that will be more likely to be used by pilots, while maintaining the safety and efficiency required by the FAA.

**Phase II Next Steps:**

The initial response to the request for proposals included a scope of work for both Phase I and Phase II. However, only scope for Phase I was approved due to concerns about the need for Board review of the recommendations before beginning Phase II. In addition, as a result of the efforts of Phase I, Phase II tasking has been expanded from the original proposal to include more procedures, a fly quiet program, and additional community outreach. The statement of work for Phase II includes the tasks noted below.

- Task A: Develop and finalize a set of revised departure procedure(s) that have the potential to replace FAA's RREHD departure procedure and incorporate the use of noise reduction techniques
- Task B: Perform a high-level noise assessment of the proposed procedure designs as compared to the existing conditions
- Task C: Develop a 'Fly Quiet Program' to encourage compliance for airlines and operators to follow noise friendly operations
- Task D: Perform a detailed feasibility study for upgrading the Airport's Instrument Landing System (ILS) resulting in a deliverable of a Final Feasibility Report & Decision which includes Executive Summary, Technical & Operational Assessment, Cost Analysis & Funding Recommendations, Risk Assessment, Implementation Roadmap
- Task E: Assist with and participate in another set of stakeholder/neighborhood meetings to communicate final proposals before FAA submittal, including alternative departure procedure option(s)
- Task F: Finalize the proposed procedures and submit Instrument Flight Procedure (IFP) packages to the FAA for review. Work with the Airport and FAA to ensure the packages meet all requirements and support the Airport in coordinating with the FAA during the review process as needed.
- Task G: During the FAA review process, Cignus will assist the FAA with any recommended changes and/or IFP packet revisions as directed to facilitate procedure approval and implementation.
- Task H: Continue to work with the Airport and other stakeholders, to ensure operational readiness for implementation of the new procedures.

The Phase II contract was reviewed and discussed at the May 15, 2025, Aviation Commission meeting. After the review of the scope and proposed activities, as well as public comment, the Aviation Commission recommends that the Board approve the Phase II contract with Cignus.

Airport staff is requesting that the Board authorize the Director of SPI to execute an agreement with Cignus Consulting, LLC (Cignus), for Phase II of the Airport Approach Feasibility Study in an amount not to exceed \$275,000. The contract will be funded from the Airport's Operating budget professional services line item and

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will be included in the FY 2025-2026 Recommended Budget. The total cost for Phase I and Phase II is \$553,500.

**Strategic Plan:**

N/A

**Racial Equity:**

**Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

7/15/22 - Notice of Intent to Award Contract: Cignus Consulting, LLC

8/9/22 - Approach Feasibility Study Approval

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY25-26 Recommended</b>	<b>FY26-27 Projected</b>	<b>FY27-28 Projected</b>
Budgeted Expenses	\$275,000		
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$275,000</b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$275,000		
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$275,000</b>		

**Narrative Explanation of Fiscal Impacts:**

Appropriations for this project will be included in the Airport Operations (41301-34030101) FY 2025-2026 Recommended Budget. Funding for this project will be provided through normal Airport fees and charges for various property rents and Airport services.

**Narrative Explanation of Staffing Impacts (If Required):**

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None.

**Attachments:**

Professional Services Agreement with Cignus including Exhibits  
Airport Approach Feasibility

**Related Items “On File” with the Clerk of the Board:**

Cignus Executive Summary Report