COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 12/17/2019

To: Board of Supervisors
Department or Agency Name(s): Transportation and Public Works
Staff Name and Phone Number: Johannes J. Hoevertsz 707-565-2231
Vote Requirement: Majority
Supervisorial District(s): All

Title:
Out-of-State Travel Request - Airport Manager

Recommended Action:
Approve Out-of-State Travel Request for the Airport Manager

Executive Summary:
The Department of Transportation and Public Works (TPW) is seeking approval for two (2) out-of-state trips by the Airport Manager for Airport funding opportunities for Fiscal Year (FY) 2019-20.

Discussion:

Pursuant to the Travel and Meal Reimbursement Policy (Administrative Policy #3-2) Department Heads are authorized to approve the first two (2) out-of-state travel requests made in a fiscal year and the County Administrator may approve a third out-of-state travel request in a fiscal year. Subsequent out-of-state travel requests require Board of Supervisor's approval.

The Director of TPW authorized two (2) previous out-of-state trips occurring in FY 19-20:

1. Tucson, Arizona to attend the Southwest Chapter of the American Association of Airport Executives (SWAAAE) Summer Conference in July 2019

2. Las Vegas, Nevada to attend the Boyd Group International Aviation Forecasting Conference in August 2019

The County Administrator authorized a third trip to Seattle, Washington for meetings with Alaska Airlines route planning/scheduling and marketing departments in October 2019.

On November 5, 2019, the Board approved five (5) additional out-of-state trips for the Airport Manager this fiscal year:

1. Minneapolis, Minnesota to meet with Sun Country airline to discuss route planning and future developments for their 2020 seasonal flights (no firm date yet set but will occur before the end of calendar year 2019)

2. Indianapolis, Indiana to attend the Routes Americas 2020 Aviation Conference in, an annual

conference, providing opportunities to meet with senior decision makers from airlines to discuss new market opportunities and evolution of current service, from February 5 - February 6, 2020

3. Washington, DC to attend the American Association of Airport Executives Legislation Conference, which provides sessions on current legislation, funding, staffing proposals and future developments, and at which the Airport Manager will be representing the California Airports Council, from March 17 - 18, 2020

4. Denver, Colorado to attend the Annual American Association of Airport Executives Conference and Exposition, which focuses on real-world airport knowledge and practical solutions targeting airport efficiencies and solutions, from May 10 - 13, 2020

5. Reno, Nevada to attend the Airports Council International's JumpStart Conference, an annual event for airports and airlines to discuss air service development, providing educational programming, and one-on-one airline meetings, from June 1 - 3, 2020

The Department of Transportation and Public Works is requesting the approval of up to two (2) additional out-of-state trips during the next four (4) months to present Airport funding requests to Transportation Security Administration (TSA) executives in Washington, DC. While the Airport Manager will attend meetings with TSA personnel locally and by phone, final approval of funding requests for the Board of Supervisors approved terminal modernization project can only be determined by TSA executives at the agency's Washington, DC headquarters.

Prior Board Actions:
11/05/19: Board authorized out-of-state travel for Airport Manager
12/04/18: Board authorized out-of-state travel for Airport Manager
05/11/18: Board authorized out-of-state travel for Airport Manager
12/12/17: Board authorized out-of-state travel for Airport Manager
12/13/16: Board authorized out-of-state travel for Airport Manager
10/04/16: Board authorized out-of-state travel for Airport Manager
03/15/16: Board authorized out-of-state travel for Airport Manager

FISCAL SUMMARY

Expenditures	**FY 19-20 Adopted**	**FY20-21 Projected**	**FY 21-22 Projected**
Budgeted Expenses	2,000		
Additional Appropriation Requested			
Total Expenditures	**2,000**		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	2,000		

Use of Fund Balance			
Contingencies			
Total Sources	**2,000**		

Narrative Explanation of Fiscal Impacts:
Business travel and conference expenses were included in the FY 19-20 Airport Operations Budget and there are sufficient appropriations to pay for the requested travel costs of $2,000. Airport Fees and Charges fund travel expenses.

Staffing Impacts:			
Position Title (Payroll Classification)	**Monthly Salary Range (A-I Step)**	**Additions (Number)**	**Deletions (Number)**

Narrative Explanation of Staffing Impacts (If Required):
None

Attachments:
None

Related Items "On File" with the Clerk of the Board:
None