



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 4/14/2026

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure - Airport Division

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

Vote Requirement: Majority

Supervisorial District(s): Countywide

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 Public Infrastructure (SPI) is seeking approval for one additional out-of-state trip by the Airport Manager for Fiscal Year 2025-2026.

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 trips and the County Administrator may approve a third out-of-state travel in a fiscal year (FY). Subsequent out-of-state trips require Board of Supervisor's approval.

The Director of SPI authorized two (2) previous out-of-state trips occurring in FY25-26:

1. The American Association of Airport Executives National Airports Conference September 27-30, 2025, in Salt Lake City, UT.
2. Meetings with Alaska Airlines at their headquarters December 8-9, 2025, in Seattle, WA.

The County Executive authorized a third trip to Dallas, TX at the end of April/early May 2026 to meet with Southwest Airlines at their headquarters.

SPI is requesting the authorization of one additional out-of-state trip for the Airport Manager this fiscal year. The purpose of this trip is to attend the Airports Council International - North America Jumpstart Air Service Development Conference June 7-11, 2026, in Chicago, IL. This is an annual conference for airport and airlines to discuss air service development, providing educational opportunities around air service development trends, and one-on-one airline meetings.

Strategic Plan:

N/A

Racial Equity:

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

No

Prior Board Actions:

3/12/2024 Out-of-State Travel Request - Airport Manager

3/21/2023 Out-of-State Travel Request - Airport Manager

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses	\$3,000		
Additional Appropriation Requested			
Total Expenditures	\$3,000		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$3,000		
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$3,000		

Narrative Explanation of Fiscal Impacts:

Business travel and conference expenses were included in the FY 2025-26 adopted Airport Operations Budget (41301-34030101) and there are sufficient appropriations to pay for the requested travel costs of approximately \$3,000. Airport Fees and Charges will fund these travel expenses. They are considered an authorized use of Airport Revenues by the Federal Aviation Administration.

Narrative Explanation of Staffing Impacts (If Required):

None.

Attachments:

None.

Related Items "On File" with the Clerk of the Board:

None.