



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 3/12/2024

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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

**Supervisory 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) - Airport Division (Airport) is seeking approval for two (2) out-of-state trips by the Airport Manager for Fiscal Year FY 2023-2024.

**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. 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 FY 2023-24:

1. Alaska Airlines headquarters air service planning department meetings September 27-28, 2023, in Seattle, WA.
2. Airports Council International 2024 Airport CEO Forum February 13-16, 2024, in San Antonio, TX. This invitation only event offers Airport the opportunity to help set the airport industry agenda for the next year.

The County Administrator authorized a third trip to Washington DC, May 19-23, 2024, to attend the Airport Council International 2024 Jumpstart Air Service Development conference. This conference is an annual event for airport and airlines to discuss air service development, provide educational programming and attend one-on-one airline meetings.

The Department of Public Infrastructure is requesting the authorization of two (2) additional out-of-state trips for the Airport Manager this fiscal year as follows:

1. The Airport Manager is the Southwest Chapter of the American Association of Airport Executives (SWAAAE) chapter representative for the American Association of Airport Executives (AAAE) Nominating Committee. In the role, he participates in interviews for AAAE Executive Committee

members and candidates for the AAAE Board of Directors. The date and location have not yet been finalized at this time and historically have occurred in Dallas, TX. It is anticipated that the interviews will be held late March/ early April to have candidate selected for the Annual Conference April 28-May 1, 2024, which is described further in item #2.

2. Nashville, Tennessee to attend the Annual American Association of Airport Executives (AAAE) Conference and Exposition, which focuses on real world airport knowledge and practical solutions targeting airport efficiencies and solutions, from April 28-May 1, 2024. Final Nominating committee meetings will also take place at this conference.

The purpose of these trips is to fulfill obligations related to acting as the regional representative for the AAAE nominating committee, as well as to maintain relationships with airlines and plan for future Airport developments, route planning and alternative funding sources. There are no additional out of state travel requests foreseen for FY 2023-24. Costs for the requested travel were included in the FY 2023-24 adopted Airport budget.

**Strategic Plan:**

N/A

**Racial Equity:**

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

No

**Prior Board Actions:**

3/21/23: Board authorized out-of-state travel for Airport Manager

12/17/19: Board authorized out-of-state travel for Airport Manager

11/05/19: Board authorized out-of-state travel for Airport Manager

12/04/18: Board authorized out-of-state travel for Airport Manager

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY23-24 Adopted</b>	<b>FY24-25 Projected</b>	<b>FY25-26 Projected</b>
Budgeted Expenses	\$6,000		
Additional Appropriation Requested	\$0		
<b>Total Expenditures</b>	<b>\$6,000</b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$6,000		
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$6,000</b>		

**Narrative Explanation of Fiscal Impacts:**

Business travel and conference expenses were included in the FY 2023-24 adopted Airport Operations Budget and there are sufficient appropriations to pay for the requested travel costs of approximately \$6,000. 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.