



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 3/21/2023

To: Board of Supervisors

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

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2231

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) 2022-2023.

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 2022-23:

1. The American Association of Airport Executives (AAAE) National Airports Conference October 7-11, 2022 in Orlando, FL.
2. Routes Americas 2023 Airline Conference in Chicago, IL. This is an annual conference, providing opportunities to meet with senior decision makers from airlines to discuss new market opportunities and evolution of current service. Occurring March 20-24, 2023.

The County Administrator authorized a third trip to Milwaukee, WI June 11-15, 2023. This conference is an annual event for airports and airlines to discuss air service development, providing educational programming, and 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 currently 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 executive members of the Board

and Board candidates. These interviews will take place in Dallas, Texas May 11-13, 2023.

2. Denver, Colorado 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 June 3-5, 2023. Final nominating committee meetings will also take place at this conference.

The Department is requesting authorization of these two additional out-of-state trips in FY 2022-23 for the Airport Manager. 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. Costs for the requested travel were included in the FY 2022-23 adopted Airport budget.

Strategic Plan:

N/A

Prior Board Actions:

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

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 22-23 Adopted	FY23-24 Projected	FY 24-25 Projected
Budgeted Expenses	\$5,000		
Additional Appropriation Requested	\$0		
Total Expenditures	\$5,000		
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other	\$5,000		
Use of Fund Balance			
Contingencies			
Total Sources	\$5,000		

Agenda Date: 3/21/2023

Narrative Explanation of Fiscal Impacts:

Business travel and conference expenses were included in the FY 2022-23 adopted Airport Operations Budget and there are sufficient appropriations to pay for the requested travel costs of approximately \$5,000. 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.