

# **ROADS AND AIRPORTS DEPARTMENT**

## **Airports Division**

**1st Quarter Staff Report  
January, February, March 2020**

### **Skydiving**

One skydiving operator has been issued a permit to operate at the San Martin Airport. They had only conducted a few jumps before the Shelter In Place order was issued.

### **Repairs/Projects in Progress**

#### **COVID-19**

Beginning in mid-March, airport staff implemented a number of temporary internal procedure changes to services provided to the public as a result of the COVID-19 pandemic. The terminal building at RHV has been closed to the public, with access limited to airport staff, members of law enforcement, and occasional individuals there to conduct airport business. To limit the spread of the virus, airport staff are following County-wide guidelines regarding inter-personal contact, sick procedures and sanitization of workspace areas. With the exception of the airport administration secretary, all airport staff have been deemed essential personnel, so the airports continue to be staffed on a regular basis. In addition, the airport remains fully operational and available to the flying public without restriction.

#### **E16 FBO Lease**

In March, a contract was finalized and staff started working with Aries Consultants LTD to write an RFP and lease for the FBO at San Martin airport. The existing lease expires on December 11<sup>th</sup>, 2020. The RFP for a new lease is expected to be released on May 5<sup>th</sup> 2020 with an anticipated Board of Supervisors award on September 22<sup>nd</sup>.

#### **RHV Lighting and Signage**

The Roads and Airports Department hired Kimley Horn to complete an analysis of the lighting and signage system at Reid-Hillview Airport. They will test the electrical system and make recommendations regarding the runway and taxiway lighting and signage. A report is expected from them in late April or early May. Information from this report will be used to put together a funding request to the Board of Supervisors to include the project in the FY21 General Fund budget. At this time, due to the COVID-19 the Board of Supervisors has postponed the normal budget cycle until the County better understands how the budget has been affected by the virus and the shelter-in-place order.

## **Staffing Changes**

None

## **Accidents and Incidents**

### **RHV – January 7<sup>th</sup>**

At 1135 hours a white passenger van proceeded onto the RHV movement areas crossing taxiways Y and Z and entering runway 31R. This caused ATCT to cancel the landing clearance of an arriving aircraft. Upon notification by air traffic control personnel, airport staff quickly located the van and escorted it off the movement areas. The driver had just rented the van from the on-airport rental company. The driver was confused about his location and spoke limited English. He was able to access the movement area by a fluke in the access control system that manages access to the primary vehicle gates. A radio call box is located at the inbound and outbound gates. The gate can be remotely operated by airport staff using a handheld radio with a special activation button only when a call originates from the gate call box. Such activation by staff will only open the gate for the call box that made the call. In this instance, the rental van driver active that call box on the inbound gate at the same time as an individual at the outbound gate did. Staff spoke with the outbound individual and activated the remote control for the gate. Unbeknownst to airport staff, both call boxes were active, which caused both gates to open. This allowed the rental van driver access to the airport.

After completing an incident report, staff escorted the distraught van driver off the airport.

### **RHV – JAN 24<sup>th</sup>**

At 1530 hours a twin-engine Beech Duchess aircraft contacted ATCT with a potential problem on one of the aircraft's engines. The aircraft made a safe landing with both engines operating. Upon landing, the aircraft was towed off the runway to an FBO for maintenance.

## **Upcoming Events**

Due to COVID-19 many events for the year have been cancelled. At this time, the Reid-Hillview open house is still scheduled for August 29<sup>th</sup>. The event sponsors and airport staff are monitoring the situation and will make a decision on this event later this year.

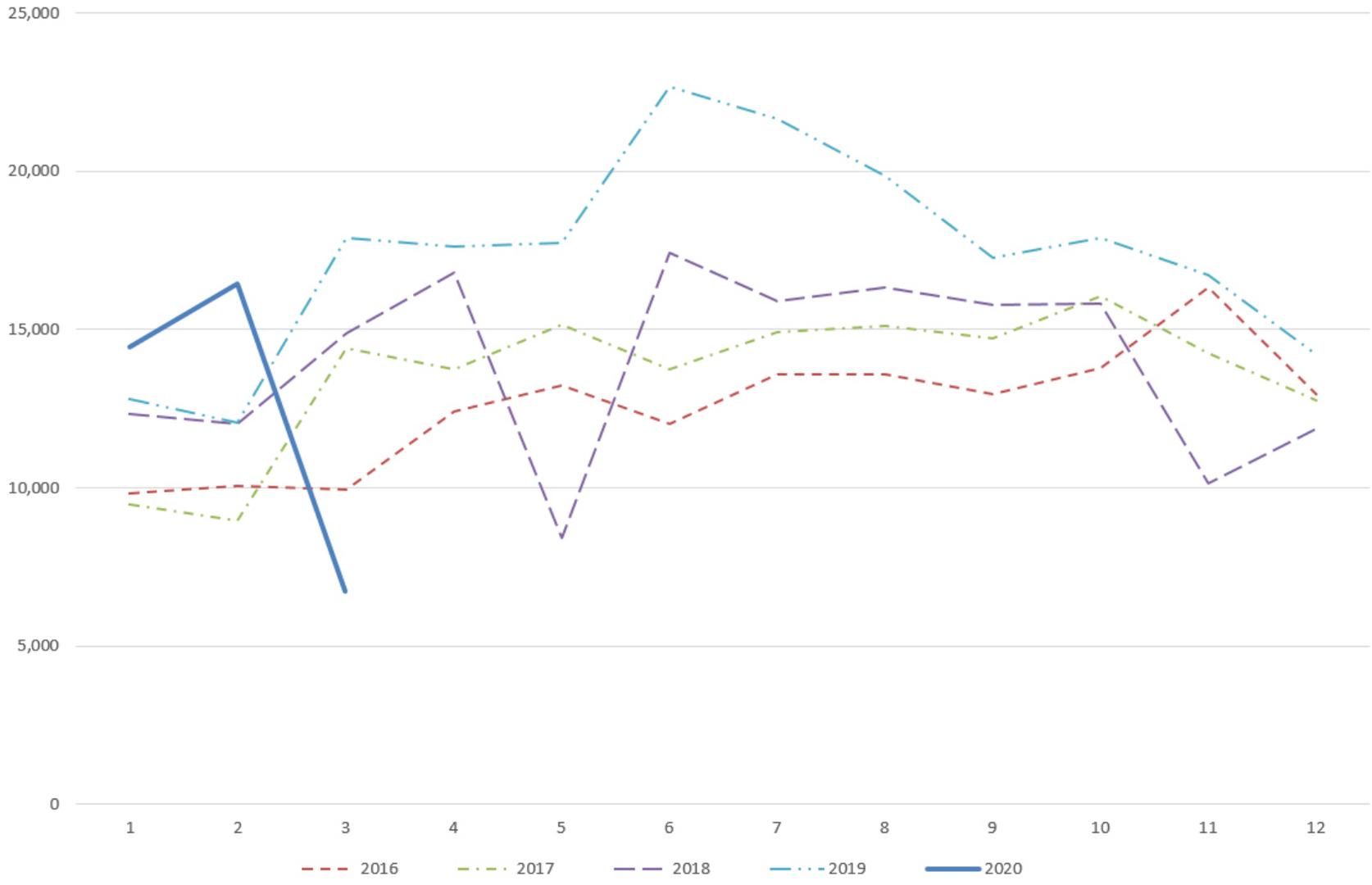
Report Date: June 2019

Reporting Period: January 1 - March 31, 2019

	Reid-Hillview Airport			San Martin Airport		Airport System		
Parking	Hangar	Shelter	Tie-Down	Hangar	Tie-Down	Hangar	Shelter	Tie-Down
Total Spaces	144	52	173	100	90	244	52	263
Occupied	136	42	41	50	17	186	42	58
Vacant	8	10	132	50	73	58	10	205
Account Closures	6	1	3	2	0	8	1	3
New Accounts	3	0	2	0	0	3	0	2
<b>Waiting Lists</b>								
Total Applicants	5	0	0	0	0	5	0	0
Inactive	3	0	0	0	0	3	0	0
<b>Revenue &amp; Expenditures YTD</b>								
Percent of fiscal year elapsed			75%		75%			75%
Percent accrued annual revenue (Obj 2)			75%		75%			75%
Revenue Estimated			1,865,050		659,500			2,524,550
Revenue Realized			1,390,165		491,617			1,881,782
Percent Object 1 expended (personnel)		\$ 429,061	74%	\$ 4,003	25%	\$ 806,663	73%*	
Percent Object 2 expended (general expenses)		\$ 242,893	80%	\$ 110,992	71%	\$ 745,915	62%*	
<b>Aging Report</b>								
	Days Late	Account Qty	Amount Due	Account Qty	Amount Due	Account Qty	Amount Due	
	60	4	4,255	1	818	5	5,073	
	90	3	6,423	2	4,706	5	11,129	
	120	2	8,230	0	0	2	8,230	
	<b>Total</b>	<b>9</b>	<b>18,908</b>	<b>3</b>	<b>5,524</b>	<b>12</b>	<b>24,432</b>	

\* where applicable, total includes administration expenses

# RHV AIRPORT TOTAL OPERATIONS 2016 THROUGH MARCH OF 2020



## SAN MARTIN AIRPORT TOTAL OPERATIONS 2016 THROUGH MARCH OF 2020

