



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 19-061

Board Meeting Date: 1/29/2019

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** James C. Porter, Director of Public Works  
**Subject:** San Carlos and Half Moon Bay Airports' Minimum Standards

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) The approval of the updated San Carlos and Half Moon Bay Airports' (Airports) Minimum Standards in accordance with local, state, and federal resolutions, ordinances, guidelines, and regulations; and
- B) The Director of Public Works, or his designee, to amend the Minimum Standards as necessary to ensure compliance with changing local, state, and federal resolutions, ordinances, guidelines, and regulations, and to make administrative changes as needed for clarity and consistency of policy documents.

**BACKGROUND:**

In March 2016, your Board initiated the San Carlos Airport Aircraft Disturbance Study (Study) to look at options to provide meaningful relief for affected communities. The Study included consultants evaluating best practices for noise management at similar general aviation airports, the testing of a new arrival flight path into the San Carlos Airport, a community survey, and a public outreach process. The recommendations from the Study became the Airport Noise Management Program. The update of the Airports' Primary Management and Compliance Documents (PMCD) is one of the recommended outcomes of the Airport Noise Management Program, which includes the Minimum Standards. The Minimum Standards was last updated 24 years ago.

**DISCUSSION:**

The update of the Airport's Minimum Standards is necessary to set a baseline for minimum operating and land use standards for business operators that seek to provide aeronautical business services

(also known as “commercial aeronautical services”) at the Airports. The Minimum Standards are used to ensure the safe, efficient operation of the Airport and the safety of its passengers and pilots. The Minimum Standards apply only to commercial aeronautical business operators at the San Carlos and Half Moon Bay Airports. The updated Minimum Standards only applies to new and amended agreements, or to the extent stipulated in an Operator’s existing agreement.

As an outcome of the Airport’s Noise Management Program, the process to modify the Minimum Standards has included extensive public outreach to ensure transparency of process and multiple opportunities for public comment. The Airport held multiple outreach meetings that included; two Airport all-user group meetings with the consultant, multiple meetings with key stakeholders, including the San Carlos Airport Pilots Association (SCAPA), and a 30-day public comment posting period. In addition, the County conducted multiple study sessions with SCAPA and San Carlos Airport Business Association to refine the final draft document. All comments were reviewed, and a red-lined version of proposed changes were posted to the Airport’s website prior to this Board meeting. Public comments from the initial 30-day posting period are also included as an Attachment.

County Counsel has approved this resolution as to form.

This resolution contributes to the Shared Vision 2025 outcome of a Livable Community by allowing Airports’ business owners, Pilots Associations, and users to help shape policies in a way that best meets the needs of the community.

**FISCAL IMPACT:**

The cost to update the Minimum Standards was absorbed within the Airport Enterprise Fund’s FY 2018-19 Adopted Budget. There is no impact to the General Fund.

Attachments:           Airports Minimum Standards  
                              Airport Primary Management & Compliance Documents Public Comments