



**SOLANO COUNTY BOARD OF SUPERVISORS
ADVISORY BOARD/COMMISSION REVIEW SHEET
(January 2025 – December 2025)**

Date: January 15, 2026

Name of Advisory Board: Nut Tree Airport Advisory Committee

Name of person completing review sheet: Molly Chatwin, Office Coordinator

Name and Department of County Contact/Staff assigned to Board: Catherine McKenzie
Cook, Airport Manager

PURPOSE

1. What is the purpose of the advisory board?

The Nut Tree Advisory Committee (NTAAC) was established to assist and advise the Board of Supervisors and County officials regarding the Nut Tree Airport.

2. Does the board/commission have a mission statement? If so, please provide.

The Board of Supervisors did not create a mission statement for the Airport Advisory Committee.

3. Please provide the most recent copy of board/commission's bylaws and include the date they were approved by the Board of Supervisors.

The current Bylaws were approved by the Board of Supervisors on November 7, 2023 (see attachment).

4. Please reference how, why and when the board/commission was created.

The Committee was created by the Solano County Board of Supervisors on June 22, 2004, to assist and advise the Board of Supervisors and County officials to ensure the airport is maintained and developed in such a manner that it will continue to be a high-quality aviation facility for its users and a good neighbor in the community.

MEETING SCHEDULE

5. How often does the advisory board meet?

Quarterly and on occasion Special Meetings are held for time-sensitive projects and topics

6. Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn't one?

The Nut Tree Airport Advisory Committee functions as a resource to advise the Board of Supervisors on current matters and long-range plans for the airport. Having an annual work plan is not conducive to the role of this committee.

7. Please see attached membership list and attendance records January 2025 – December 2025.

BROWN ACT REQUIREMENTS

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered “no” to any of the questions below, please explain:
 - A. Was a quorum present at each meeting? **Yes**
 - B. Did each new member receive training and written guidelines on the Brown Act? **Yes**
 - C. Did existing members receive a review of the Brown Act? **Yes**
 - D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Policies? **Yes**

OBJECTIVES AND ACCOMPLISHMENTS

9. List primary goals and objectives from the last reporting period and note if they were met.
 - A. Review and comment on the next FAA grant projects expected to be awarded, including the Airport Pavement Management Assessment and the next phase of the Hangar Taxilane Reconstruction project – **Met**
 - B. Review and comment on the Airport Layout Plan being developed by Mead & Hunt to be the master plan for the next 10 years of development at the airport-

Postponed pending receipt of the draft Airport Layout Plan from Mead & Hunt, which is expected in March 2026
 - C. Review and comment on the County plan for charging for parking in the main lot before the Administration Building. - **Met**
 - D. Review and comment on proposal to address the Corporate Hangar taxilane pavement, which is in poor condition and ineligible for federal dollars. – **Met**

Corporate Hangar Taxilane received microsurface treatment to prolong the pavement life and the drainage ditch (parallel to the taxilane) was re-established
10. List primary goals and objectives for the current reporting period (January – December 2026)
 - A. Review and comment on the next FAA grant projects expected to be awarded, which includes the next phase of the Hangar Taxilane Reconstruction project.
 - B. Review and comment on the Airport Layout Plan being developed by Mead & Hunt.
 - C. Revisit the idea of charging for parking in the main lot before the Administration Building.

D. Review and comment on establishing a reserve fund to pay for items not eligible for FAA funding, e.g., relocating and removing the fuel island underground tanks.

11. Briefly outline accomplishments for the current reporting period (January – December 2025), and how those accomplishments were shared with other agencies.

Nut Tree Airport Advisory Committee held four regular meetings, and one special meeting. The special meeting was to discuss and prepare tenants for a 42-working day taxiway reconstruction project, and how to mitigate the impacts. Good discussions were conducted and input received on a host of timely airport projects and issues, including addressing the failing taxiway pavement by the corporate hangars, preparing for annual hangar inspections – briefing from the local Fire Marshal as to what they would be looking for during the inspections; discussing minor concerns with the rental car agency on the airfield; and brief overview of the Airport's budget. Guest speakers from FAA, City of Vacaville Fire Protection District, County Public Works and Enterprise were present at the respective meetings to help answer questions.

ADDITIONAL INFORMATION

12. Please add any additional comments. Comments should be 150 words or less.

Nut Tree Airport Advisory Committee Attendance Record

| Nut Tree Airport Advisory Committee | Member | Term | 1/22/2025 | 4/23/2025 | 5/7/2025 Special Meeting | 8/5/2025 | 10/22/2025 | | | | | | | | |
|-------------------------------------|-------------------|-----------|-----------|-----------|--------------------------|----------|------------|--|--|--|--|--|--|------------------|--|
| | | | | | | | | | | | | | | | |
| Area Resident | Frank Padilla | 6/30/2029 | X | A | X | X | X | | | | | | | | |
| Pilots' Association | Keith Arrol | 6/30/2029 | . | . | . | X | X | | | | | | | New Member | |
| Recreational Pilot | James Wahleithner | 6/30/2028 | . | . | . | X | A | | | | | | | New Member | |
| Business Pilot | Dana Rounds | 6/30/2027 | X | X | X | X | X | | | | | | | | |
| Pilots Association | Bill Cox, Jr | 6/30/2025 | X | X | X | | | | | | | | | Resigned 6/30/25 | |
| Recreational Pilot | Barry Pomeroy | 6/30/2028 | A | X | | | | | | | | | | Resigned 5/1/25 | |
| Business Representative | Alan Johnson | 6/30/2028 | X | X | X | X | X | | | | | | | | |

| Date of Last Brown Act Training | Date of Last AB 1234 Ethics Training | Received Copy of Principles and Policies |
|---------------------------------|--------------------------------------|--|
| 12/28/2023 | 1/14/2025 | Yes |
| 12/20/2025 | 12/20/2025 | Yes |
| 12/29/2025 | 12/29/2025 | Yes |
| 12/30/2024 | 1/1/2025 | Yes |
| | | |
| 12/28/2025 | 12/28/2025 | Yes |

| | | | | | | | | | | | | | | | |
|---------------------|-----------|---|---|---|---|---|--|--|--|--|--|--|--|--|--|
| Minutes sent to BOS | | Y | Y | Y | Y | P | | | | | | | | | |
| Minutes sent to CAO | | Y | Y | Y | Y | P | | | | | | | | | |
| Quorum Present | 3 members | Y | Y | Y | Y | Y | | | | | | | | | |

X = Present
A = Absent
Y = Yes
N = No
P = Pending

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|---------------------------|--|
| Agenda Posting Locations: | Lobby of 301 County Airport Rd, Vacaville, CA 95688 Solano County website - General Services, Nut Tree Airport page |
|---------------------------|--|

Brown Act Training is required within one year of appointment and reviewed every two years thereafter. Brown Act training materials are provided to each committee member and each member is requested to re-review the materials every two years.

AB1234 is required within one year of appointment and renewed every two years thereafter. Renewal trainings satisfy the above Brown Act review requirements. Each committee member is requested to retake the online ethics training every two years.

**BYLAWS OF THE
NUT TREE AIRPORT ADVISORY COMMITTEE**

ARTICLE I

AUTHORITY

The Nut Tree Airport Advisory Committee, hereinafter referred to as the Committee, was established by the Solano County Board of Supervisors on June 22, 2004.

ARTICLE II

PURPOSE AND INTENT

The County of Solano operates the Nut Tree Airport for the benefit of all residents, business owners, and visitors of the County. The Solano County Board of Supervisors seeks to ensure that the Nut Tree Airport is maintained and developed in such a manner that it will continue to be a high-quality aviation facility for its users and a good neighbor in the community, recognizing that both the users and community may change as Solano County grows and develops. The Nut Tree Airport Advisory Committee was established to assist and advise the Board of Supervisors and County officials in the implementation of these objectives.

ARTICLE III

POWERS AND DUTIES

The powers and duties of the Committee are:

1. Advise the Board of Supervisors on policy matters pertaining to the operation and management of the Nut Tree Airport, the uses of property adjacent to the Airport if such uses may impact operations at the Airport, and any other matters as the Board may from time to time request relating to the Nut Tree Airport.
2. Review and make recommendations regarding plans and policies for Airport safety.
3. Review and assist in the preparation of the Airport master plan, Airport business plan, Airport capital improvement plan, and other related plans and documents.
4. Submit to the Board of Supervisors an annual report relating to activities of the Airport and the Committee.

ARTICLE IV

MEMBERSHIP

The Committee shall consist of five (5) members and shall be appointed by the Board of Supervisors.

1. In order to include a diversity of backgrounds and perspectives on the Committee, the members of the Committee should be appointed based on the following qualifications:
 - (a) Recreational Pilot – One should be a pilot who flies primarily for recreational purposes and who is a tenant of hanger or tie-down space at the Airport.
 - (b) Business Pilot/Owner/Aircraft User – One should be a pilot, owner, or aircraft user who flies primarily for business purposes and who is a corporate or commercial tenant at the Airport.
 - (c) Area Resident – One should reside within the airport influence area or planning area of the Airport, as delineated in the Nut Tree Airport Land Use Compatibility Plan.
 - (d) Pilots Association Member – One should be a member of a local pilot association, such as the Experimental Aircraft Association (EAA) Chapter 1230, or a pilot association relevant to the Nut Tree Airport, such as the Aircraft Owners and Pilots Association (AOPA). Preference may be given to those that are members of more than one of these organizations.
 - (e) Vacaville Area Business Representative – One should be associated with a business enterprise located in the Vacaville area.
2. Members of the Committee shall reside within Solano County and be representative of the geographical diversity of the County.
3. All members of the Committee shall be appointed by the Board of Supervisors and shall serve at the pleasure of the Board. The terms of office for each Committee member shall be four (4) years, ending on June 30. The terms of the original members shall be staggered so that the terms of no more than two (2) members expire in any one year.
4. Should a vacancy occur in a Committee position, the Board of Supervisors shall appoint a replacement member to fill only the unexpired term of the vacant position(s).

5. If the Board of Supervisors does not appoint a new member, or reappoint an existing member, on or before the expiration of a member's term, that member may hold over on a month to month basis until such time as the member is either reappointed or a new person has been appointed to the position.
6. The failure of a member to attend 75% (3 out of 4) of the regular meetings of the Committee within one year (July through June), shall constitute a tender of resignation by that member, which tender can be accepted by the Committee without further notice. The Committee Clerk shall promptly notify the Board of Supervisors of such resignation and resulting vacancy.

ARTICLE V

SUBCOMMITTEES

The Committee may form standing or ad hoc subcommittees, as needed.

ARTICLE VI

OFFICERS

1. The officers of the Committee shall be the Chair and Vice Chair.
2. The Committee shall elect from its members, at its regular meeting in July of each year, a Chair and Vice Chair. The Chair and Vice Chair should not serve more than two consecutive one-year terms. The newly elected officers shall take office upon election. A vacancy in either position shall be promptly filled by the Committee, and such replacement officer shall serve out the remainder of the term.
3. It shall be the duty of the Chair to preside over all meetings of the Committee, to appoint chairs of any standing or ad hoc subcommittees, and to exercise such other powers and perform such other duties as may be prescribed by the Committee.
4. It shall be the duty of the Vice Chair to assist the Chair in the execution of that office, to preside at meetings in the event of the absence of the Chair, and to exercise such other powers and perform such other duties as may be delegated by the Chair or as may be prescribed by the Committee.
5. The Airport Manager shall serve as Clerk to the Committee but shall not be a member of the Committee and shall be without a vote in matters of the business of the Committee. It shall be the duty of the Clerk, or their designee, to maintain the minutes and other records of the Committee, and to receive communications and correspondence addressed to the Committee.

ARTICLE VII

MEETINGS OF THE COMMITTEE

1. Regular meetings of the Committee shall be held quarterly, in January, April, July, and October, at 6:00 p.m. on the fourth Wednesday of the month, unless that day is a County holiday, in which case that meeting shall be held on the Wednesday immediately preceding. Meetings shall be held in the Nut Tree Airport Conference Room.
2. All meetings of the Committee are subject to the provisions of the Brown Act and shall be open and public, with minutes recorded and an agenda posted. Time shall be set aside for limited public comment on items not on the posted agenda, and the public shall be given an opportunity to make limited comment on all agenda items. The Chair has the discretion to give additional time when warranted. A roll call of all members will happen at the start of each general meeting.
3. The regular meeting may adjourn and reconvene at any specified time and place, within the County of Solano, upon a majority vote of the Committee.
4. Regular or Special meetings may be scheduled, rescheduled, canceled or relocated, provided that all scheduling activities are consistent with the Brown Act.
5. Agendas and minutes for meetings shall be prepared by the Clerk, in consultation with the Chair as needed, and mailed at least five days prior to a meeting to all Committee Members and to others on the approved agenda mailing list. Public notice of all meetings shall be given pursuant to the Brown Act in compliance with the 72-hour posting deadline for regular meetings and the 24-hour deadline for special meetings.
6. Unless otherwise addressed by these Bylaws, the conduct of the affairs of the Committee and its subcommittees shall proceed in accordance with Rules of Order and Procedure as may be adopted by the Committee, or in the absence thereof, in accordance with the provisions of Robert's Rules of Order.

ARTICLE VIII

QUORUM AND VOTING

1. The presence of any three members of the Committee shall constitute a quorum for the transaction of all business duly presented at a meeting of the Committee, even if one or more Members must abstain from voting on a particular item of

business. If the Committee has one or more unfilled vacancies, the presence of any three members of the Committee shall constitute a quorum.

2. Each member of the Committee shall have one vote, which shall be exercised by the member, if present at a meeting, unless required to abstain due to an actual or perceived conflict of interest. Voting by proxy shall not be allowed.
3. A tie vote shall be a rejection of the approval sought for the agenda item but, if less than the full Committee was present to vote on the item, the Chair may direct that the item be brought back for reconsideration at the next meeting of the Committee.

ARTICLE IX

CONFLICT OF INTEREST

Members of the Committee shall comply with the terms and provisions of the California Political Reform Act and shall abstain from acting on matters as required by that Act.

ARTICLE X

AMENDMENTS TO BYLAWS

These Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote of the Committee Members present at any duly organized meeting of the Committee, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each Member at least thirty days prior to the date of the meeting. These Bylaws, and any amendments to these Bylaws, shall take effect only upon approval by the Board of Supervisors.

ARTICLE XI

SEVERABILITY

If any provision of these Bylaws, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of these Bylaws.