

# CALIFORNIA DEPARTMENT OF TRANSPORTATION

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## **DIVISION OF AERONAUTICS FUNCTIONAL ORGANIZATION CHART**

JUNE 2018

Division of Aeronautics Main Phone Line: (916) 654-4959

The following persons report to the Acting Division Chief, Mary Beth Herritt:

Executive Secretary, Diana Owen	(916) 654-4848
Office of Airports Chief, Jeff Brown	(916) 654-4565
Office of Aviation Planning Chief, Ron Bolyard	(916) 654-7075
Office of Technical Services and Programs Chief, Tarek Tabshouri	(916) 654-3775
Resource Manager, Sanaz Javadinejad	
Office Technician, VACANT	

The Office of Airports staff perform the following functions under the supervision of Jeff Brown, Chief:

- Conduct hospital heliport and public-use airport and heliport safety and permit compliance inspections
- Under Federal Aviation Administration contract, conduct inspections and update Airport Master Records for specified public-use airports
- Review and assess new, amended and corrected airport and heliport permit applications, including plan check and approval, site visits, final permit inspections and permit issuance
- Evaluate K-12 school, community college, and State building sites within two nautical miles of an airport
- Manage the Helicopter Landing Authorization program for evaluation and authorization of helicopter landings within 1,000 feet of K-12 schools
- Host and maintain the hospital heliport dataplates information system
- Oversee development of and updates to the California aeronautical chart
- Work with federal, State, and local agencies on facility, airspace, and other aviation matters
- Assist and guide current and prospective airport and heliport owners, managers, and consultants with permitting, regulatory, and other aviation issues
- Respond to State aeronautics-related requests and questions from the public

The Office of Aviation Planning staff perform the following functions under the supervision of Ron Bolyard, Chief:

- Develop State aviation planning policies and participate in the development of federal planning policies
- Participate in intermodal planning and regional aviation system planning with cities, counties, MPOs, RTPAs and various Caltrans Divisions and Districts statewide
- Review, comment on, and develop guidelines for aviation related activities in Metropolitan Planning Organization and Regional Transportation Planning Agency Regional Transportation Plans, Overall Work Programs, and city and county airport master plans
- Update California Aviation System Plan; develop and publish the California Airport Land Use Planning Handbook; review and comment on Airport Land Use Compatibility Plans, and related city and county land use decision override letters
- Analyze aviation's influence on the State's economy
- Aviation liaison for Caltrans Divisions including aviation related research activities, transportation information, and goods movement
- Pursue State and Federal grants to facilitate aviation system advancement
- Collect and publish aviation statistics
- Analyze and monitor federal and State aviation legislation
- Support Emergency Management

*Caltrans Mission*

*– Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability.*

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The Office of Technical Services and Programs staff perform the following functions under the supervision of Tarek Tabshouri, Chief:

- Develop the statewide Capital Improvement Plan (CIP) for aviation needs and provide airport sponsors guidance
- Prepare and manage the State Aeronautics Program
- Provide engineering assistance to local governments on airport capital improvement projects under the California Aid to Airports Program
- Review or manage State general aviation loans and Acquisition and Development Grants
- Develop and manage federal grant contracts awarded from the Federal Aviation Administration Airport Improvement Program to support general aviation
- Manage the AirportIQ System Management database and provide technical assistance to airport sponsors to update airport CAIP project lists
- Conduct public meetings to share information with stakeholder groups in conjunction with the Federal Aviation Administration, the Association of California Airports, and others
- Evaluate land use compatibility and proposed school sites near airports by developing site specific maps using AutoCAD
- Maintain and update the Airport Pavement Management System that identifies needs and estimates capital outlay costs
- Manage grants and loans to airports for capital improvement projects
- California Transportation Commission Liaison
- Administer California airport noise regulations
- Review and comment on environmental documents for airport related local developments

*\*To request a copy of this document in another format, please email: [Kevin.Ryan@dot.ca.gov](mailto:Kevin.Ryan@dot.ca.gov) or call 916-653-3012.*

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