

**Contra Costa County**  
**Aviation Advisory Committee**  
**Meeting Agenda**  
**550 Sally Ride Drive, Concord, CA 94520**  
**Thursday, February 13, 2020, 10:00 a.m.**

---

*The Aviation Advisory Committee (AAC) will provide reasonable accommodations  
For persons with disabilities who plan to attend its scheduled meetings.  
Call the Director of Airports Office at (844) 359-8687 at least 24 hours in advance.  
Any disclosable public records related to this meeting are available for public inspection at the  
Director of Airports Office, 550 Sally Ride Drive, Concord, during normal business hours.*

- 1. Roll Call**
- 2. Public Comment Period**
- 3. Approval of the Aviation Advisory Committee's January 9, 2019 Meeting Minutes**
- 4. Consider Consent Items**
  - a. Accept the airport Noise & Statistics Report (December 2019)
  - b. Accept relevant Board Orders (January 2020)
- 5. Discussion/Action Items**
  - a. Discuss items pulled from consent
  - b. Byron General Plan Amendment update
  - c. Bay Area Aviation Tech Test Site (BAATTS) Update
  - d. Discuss safety of driving on Airports
  - e. Update regarding Stakeholder's workshop for the Buchanan Field Terminal
  - f. Measure J
  - g. Airport Business/Development items
    - Lithia lease assignment to Future Automotive
    - 3 – Acre Development, Byron
    - 16 – Acre Development, Buchanan
    - 4.6 – Acre Development, Buchanan
    - 9 – Acre Development Interest/Solicitation
    - 11 – Acre Development Interest/Solicitation
- 6. Future Agenda Items**
- 7. Adjourn**

**Next AAC Meeting (tentative): March 12, 2020 at 10:00am**  
**Next Airport Committee Meeting (tentative): May 13, 2020 at 11:00am**

## AVIATION ADVISORY COMMITTEE

### ATTENDANCE ROSTER FOR 2020

AAC Members	Representing	Contact Information	Jan 9	Feb 13	Mar 12	Apr 9	May 14	Jun 11	Jul 9	Aug 13	Sep 10	Oct 8	Nov 12	Dec 10	Total # Abs
Dale Roberts	District 1	datenkale@netscape.net	ABS												
Cody Moore	Airports Bus. Assoc.	cody@ccrjet.com	Y												
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y												
Ronald Reagan	District 3	ron@rmsea.com	Y												
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	Y												
Russell Roe	District 5	russroe@pacbell.net	Y												
Keith McMahan	City of Concord	keithcmcmahan@gmail.com	Y												
Roger Bass	District 2	twofivexray@yahoo.com	Y												
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y												
Tom Weber	District 4	Tr-weber@sbcglobal.net	ABS												
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y												
Donna Dietrich	Airport Neighbor - Pacheco	concordcascade_mgr@equitylifestyle.com	ABS												
Steven Starratt	Airport Neighbor - Byron	starratt@pacbell.net	Y												
Was There a Quorum? Y or N			Y												

ABS = Absent, Y = Present, N = No

### TERM EXPIRATION AND TRAINING CERTIFICATION

AAC Members	Representing	Term Expiration Date	Brown Act & Better Gov't Ordinance Video Completion Date	Ethics Orientation for County officials Completion Date
Dale Roberts	District 1	2/29/20	8/6/17	9/13/17
Cody Moore	Airports Bus. Assoc.	2/28/22	3/20/19	3/21/19
Eric Meinbress	Member at Large	2/29/20	1/7/18	1/7/18
Ronald Reagan	District 3	2/28/21	4/12/16	4/12/16
Derek Mims	City of Pleasant Hill	2/28/21	1/12/17	1/12/17
Russell Roe	District 5	2/29/20	1/15/18	1/15/18
Keith McMahan	City of Concord	2/28/22	3/4/18	3/4/18
Roger Bass	District 2	2/28/21	5/9/18	6/25/18
Maurice Gunderson	Member at Large	2/28/21	4/5/16	4/6/16
Tom Weber	District 4	2/29/20	4/12/18	4/12/18
Emily Barnett	Member at Large	2/28/22	3/10/17	3/10/17
Donna Dietrich	Pacheco Neighbor	2/28/21	7/31/19	12/9/18
Steven Starratt	Byron Neighbor	2/28/21	9/7/18	10/10/18

# DRAFT

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MEETING MINUTES  
January 9, 2020**

**MEETING CALLED:** Chair Maurice Gunderson called the meeting to order at 10:01 AM at Buchanan Field Airport

**PRESENT:** **Maurice Gunderson, Chair, Member At-Large**  
**Emily Barnett, Secretary, Member At-Large**  
**Steven Starratt, Airport Neighbor – Byron Airport**  
**Cody Moore, Airport Business Association**  
**Keith McMahon, City of Concord**  
**Derek Mims, City of Pleasant Hill**  
**Eric Meinbress, Member At-Large**  
**Roger Bass, District II**  
**Russell Roe, District V**  
**Ronald Reagan, District III**

**ABSENT:** **Donna Dietrich, Airport Neighbor – Pacheco**  
**Tom Weber, Vice Chair, District IV**  
**Dale Roberts, District I**

**STAFF PRESENT:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports - Administration  
Anne O, Chief of Staff District IV

## COMMENTS

**BY CHAIR:** Chair Maurice Gunderson welcomed the attendees.

## PUBLIC COMMENT PERIOD:

- Update by Steven Starratt of UAS presentation; FAA has goal to make it illegal to fly any commercial, personal, recreational or amateur UAS that does not have communication capabilities or internet connectivity to report altitude, location, etc.
- Drones are currently not produced with internet capability.

## APPROVAL OF MINUTES:

**Moved by Steven Starratt; seconded by Emily Barnett. Yes: Maurice Gunderson, Roger Bass, Derek Mims, Ronald Reagan, Keith McMahon Cody Moore, Russell Roe and Eric Meinbress. No: None. Abstained: None. Absent: Tom Weber, Donna Dietrich and Dale Roberts.**

**APPROVAL OF  
CONSENT ITEMS:**

**Moved by Derek Mims; seconded by Cody Moore. Yes: Emily Barnett, Ronald Reagan, Keith McMahan, Russell Roe, Maurice Gunderson, Steven Starratt, Roger Bass and Eric Meinbress. No: None. Abstained: None. Absent: Tom Weber, Donna Dietrich and Dale Roberts**

**5. DISCUSSION/ACTION ITEMS:**

**a. Discuss items pulled from consent**

There were no items pulled from consent.

**b. Byron General Plan Amendment update**

Airport staff had a meeting with Public Works, the Department of Conservation and Development, and the consultant, to discuss the traffic analysis. The consultant will perform traffic counts in January and anticipate that it will take 30-60 days to complete the analysis.

**c. Discuss final budget for the Fiscal year 2018/2019**

- Revenues were at 107% of budget.
- Expenditures were at 86% of budget.
- \$1.1 million was expected to be used from reserves to complete F-Row Hanger Project and purchase ARFF vehicle, but only ended up using \$14,000.

**d. Discuss safety of driving on Airports**

- Concerns over blind spots on the west access road were discussed. There are several blind corners from the hangers to the access road and restrooms next to LCA and Buchanan Airport Hanger Owners Association (BAHOA).
- Bushes are overgrown on the access road in the same area of the blind spots and need to be trimmed back. (Airport staff agreed to trim bushes).
- A suggestion was made to install large mirrors or sensors in the blind spots.
- Staff suggested bringing the issue to the leasehold tenants as the affected areas are their responsibility.
- Another suggestion was to remind the flight clubs of the safety concerns.

**e. East County Marketing partnership**

Keith Freitas would like to continue, as there is nothing new to report.

**f. Discuss adding restaurant to new terminal building**

- Maurice Gunderson shared a conversation he had with Scott Davis, pilot and previous restaurant owner, he thinks it is a bad idea as there are too many restaurants already in the area.
- John Stuckey, past Aviation Advisory Committee member, commented that other small airport restaurants such as Bakersfield and Auburn were successful.
- Roger Bass said 90% of food services fail within the first year.

**g. FAA to discuss airspace and approved changes at Buchanan Field**

- Bill Hannan, the manager of the Air Traffic Control Tower (ATCT), submitted requests for new takeoff and landing approaches at Buchanan Field.
- It was suggested that practicing and training in a dedicated area, instead of on the main runway, will increase training capacity while reducing congestion for training activities.
- Buchanan Field has Class D airspace. Bill Hannan is working to make GPS and communications with other airports, such as Travis Airforce Base and Oakland, better.

**h. Hold workshop to collect input on new terminal from stakeholders**

- The KPA Architects Group, attended the meeting to discuss the terminal design and answer questions.
- A stakeholders meeting is scheduled for January 22, 2020 @ 4:00 pm at the Director of Airports office.
- Discussed the cost of adding a second story to the building, (minimum of \$1 million).

**i. Buchanan Field rezoning**

- Item moved to next meeting.

**j. Self-serve fueling at Buchanan Field**

- Bob Thompson, owner of PSA, said the engineering, construction and building plans will cost from \$75,000 to \$100,000 and it is hard to justify the cost.

**k. Discuss and Approve Nominees for AAC Tenant Recognition Award**

- Keith Freitas nominated Mark Ausman and Maurice Gunderson for the Tenant Recognition Award.
- Maurice recused himself.
- Roger made a motion of support and the motion was unanimous.

**l. Sterling Lease**

- Jerad West discussed desired lease modifications for Sterling Lease. A maintenance plan will be incorporated in to the lease. The 161 John Glenn Dr. building will be privately funded and rebuilt.

- Non-aviation uses cannot exceed 20% of the new building space, as required by FAA and County Zoning Regulations.

#### **FUTURE AGENDA ITEMS/COMMENTS**

- **Measure J**
- **Buchanan Field Rezoning**
- **Update of stakeholder's workshop for the Buchanan Field terminal on January 22**
- **East County marketing partnership**

**ADJOURNMENT:** The Chair adjourned the meeting at 12:10 PM.

# FINAL

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MEETING MINUTES  
December 12, 2019**

**MEETING CALLED:** Chair Maurice Gunderson called the meeting to order at 10:03 AM at Buchanan Field Airport

**PRESENT:** **Maurice Gunderson, Chair, Member At-Large**  
**Emily Barnett, Secretary, Member At-Large**  
**Steven Starratt, Airport Neighbor – Byron Airport**  
**Tom Weber, Vice Chair, District IV**  
**Cody Moore, Airport Business Association**  
**Eric Meinbress, Member At-Large**  
**Dale Roberts, District I**  
**Russell Roe, District V**  
**Ronald Reagan, District III**

**ABSENT:** **Donna Dietrich, Airport Neighbor – Pacheco**  
**Derek Mims, City of Pleasant Hill**  
**Keith McMabon, City of Concord**  
**Roger Bass, District II**

**STAFF PRESENT:** Keith Freitas, Director of Airports  
Russell Milburn, Assistant Director of Airports- Operations

## COMMENTS

**BY CHAIR:** Chair Maurice Gunderson welcomed the attendees.

## PUBLIC COMMENT PERIOD:

On Tuesday December 17<sup>th</sup>, Keith Freitas will be presenting the Board of Supervisor with updates that are going on with Byron and Buchanan Field Airport.

Keith thanked the Airport staff for another successful Santa Event that took place at Buchanan Field Airport/Crowne on Saturday December 7<sup>th</sup>.

## APPROVAL OF

**11/14/19 MINUTES:** **Moved by Tom Weber; seconded by Maurice Gunderson. Yes: Emily Barnett, Ronald Reagan, Cody Moore, Russell Roe, Steven Starratt, Dale Roberts and Eric Meinbress. No: None. Abstained: None. Absent: Derek Mims, Donna Dietrich, Keith McMabon and Roger Bass.**

**APPROVAL OF  
CONSENT ITEMS:**

**Moved by Tom Weber; seconded by Emily Barnett. Yes: Maurice Gunderson, Ronald Reagan, Cody Moore, Russell Roe, Steven Starratt, Dale Roberts and Eric Meinbress. No: None. Abstained: None. Absent: Derek Mims, Donna Dietrich, Keith McMahon and Roger Bass.**

**5. Presentation- UAS/Drone Flight Authorization Near airports (LAANC)**

Steven Starratt and Federal Aviation Administration (FAA) Air Traffic Control Tower Manager, Bill Hannan, presented a power point presentation and discussed UAS/drone flight authorization near Airports. Most drone pilot are not certified and have rules that they must abide by in order to fly, whether they are recreational or commercial drones' pilots. Steven discussed the rules for recreational and commercial drone pilots flying in controlled airspace and how LAANC (Low Altitude Authorization and Notification Capability) operates.

LANNC is a collaboration between the FAA and Industry. It directly supports UAS integration into the airspace. Before LANNC if any individual whether it be recreational or commercial wanted to fly in controlled airspace, it was a manual process that usually took a minimum of 90 days for approval. Due to that long process a lot of recreational drone pilots ignored getting approval and flew anyway, which created issues for the towers and airport operators. A few years ago, the FAA started some rules for both recreational and commercial drone pilots. Recreational pilots are not allowed to fly at nights and must operate in site meaning, you must be able to see the drone. Another rule that applies to recreational flying is that there is a 400 ft. limit above the ground. Part 107 pilots can apply for a waiver to fly at night or above the 400 ft limit.

How LAANC works is it automates the application and approval process for airspace authorizations and through automated applications developed by an FAA Approved UAS Service Supplier (USS) pilots apply for an airspace authorization. All controlled airports are under LAANC despite its only been around for a little over a year. Requests are checked against multiple airspace data sources in the FAA UAS data Exchange such as UAS Facility Maps, Special use Airspace data, Airports and Airspace classes, as well as Temporary Flight Restrictions and Notices to Airmen. If approved, pilots can receive their authorization in near-real time.

**DISCUSSION/ACTION ITEMS:**

**a. Discuss items pulled from consent**

There were no items pulled from consent

**b. Discuss the take action as deemed necessary relative to the Byron Airport General Plan Amendment. Schedule, milestones and status of deliverables**

There were no updates to report to the committee on the Byron Airport General Plan.

**c. Discuss 280 & 2888 Buchanan Field Road appraisal and license Agreement**

Smith and Associates completed their rental market rate appraisal for the two buildings, located at 280 & 288 Buchanan Field Road, which reverted back to the county. Charging fair market rent is a requirement by the FAA. The analyses determined that a majority of the space is rented below market rate, some exceeding 40 percent. Airport staff is meeting with tenants and other stakeholders to advise them of the findings. Airport staff will likely propose phasing the rent increases, over several years, to lessen the fiscal impact of the tenants. There were a few tenants that attending the meeting who expressed their thoughts and concerns with the changes. Although they are not happy with the changes and understand that the market is changing, they still will like to maintain the relationship they have with the Airport/County and to be involved in what's going on in the future.

**d. Discuss status update of development proposed for Parcel C (northwest corner of Marsh Drive and Solano Avenue**

On November 26<sup>th</sup>, 2019, Claremont Properties received comments from the City of Concord regarding their development application for the self-storage facility. Clermont's properties expect to submit a revised application by the end of December.

**e. Discuss status update of the PFAS Work Plan for Buchanan Field Airport**

On November 25<sup>th</sup>, 2019, Airport staff submitted a revised PFAS Work Plan to the San Francisco Regional Water Quality Control Board and received approval. Once Airport staff receives a written confirmation, they will start the PFAS investigative testing.

**f. Discuss status update of development proposed for 16 acres across from the Director of airport Office**

The 16-acre parcel was originally designated for aviation development on the Airport Layout Plan but was released as it was not needed for aeronautical purposes and better served being non-aeronautical. Airport staff is currently going through the lease proses with the FAA and received a letter from FAA staff while going through their archives, that this property was released in 1983. The development team is currently working to identify a prospective development plan and once that is done, Airport staff will meet either the County departments involved to discuss the future of this project. Depending on the rate of progress, construction could begin as early as next year.

**g. Discuss status of the aviation development on 3 acres at Byron airport**

Airport staff continues to work with Mark Scott Construction, in their interest in developing

approximately 3-acres of vacant land for aviation uses at the Byron Airport. They have provided some renderings of combination office/aircraft hanger space for the area. A meeting with the Airport staff, Department of Conservation and Development, PG&E, East Contra Costa County Fire Protection District, and the developer to review project, is set for the middle of December.

**h. Discuss status update for 3-acre light industrial project at Buchanan Field**

Expect to submit to planning in the next 30 days, looking to start construction in 2020.

**i. Discuss Marsh Bridge replacement project (Neil Leary)**

The project manager, Neil Leary of Contra Costa County Public Works, presented a PowerPoint that went over the history and future of Marsh Bridge. Marsh Bridge was constructed in 1938 and in 1965 they lengthened the bridge. It is approximately 325' ft. long and 34' wide. The construction cost of the new bridge is between \$12-15 million with the funding coming from Federal (Highway Bridge Program) and Local (County Match & Proposition 1B) outlets. When the County investigated the bridges in 2014, there are multiple deficiencies with the bridge, such as hydraulic, structural, seismic and width issues, which is why the City of Concord, who owns half of the bridge, agreed with the County when they proposed replacing the whole bridge.

There were three proposed alignment alternatives, which were replacing the existing alignment, the southern alignment and the northern alignment. The northern alignment was chosen as it had more pros than cons, as oppose to the remaining two alignments having more cons. Construction of the northern alignment will take place in two stages. The current bridge will remain open during construction with one lane going in both directions and some short-term closures, however, there will be a temporary closure on Iron House Trail during the second stage of construction. Neil acknowledged that he is working close with the Flood Control division of Public Works and he is currently in the environmental clearance stage of the project. The project was approved by both CEQA (California Environmental Quality Act) and NEPA (National Environmental Policy Act). Permits have already been drafted and looking to submit those before the end of the year, if the project goes along as scheduled, construction could begin towards the end of 2021.

Mark Goodwin, Chief of Staff for District 3, shared with the AAC that Neil Leary was recently recognized by the Board of Supervisor, for a national award he received from the American Public Works Association.

**j. Discuss final budget for the Fiscal year 2018/2019**

This agenda item was deferred to the AAC meeting in January.

**k. Discuss safety of driving on Airports**

This agenda item was deferred to the AAC meeting in January.

**l. Accept 2019 AAC Annual Report**

The 2019 AAC Annual report was accepted by the committee.

**m. East County Marketing partnership**

This agenda item was deferred to the AAC meeting in January.

**FUTURE AGENDA ITEMS/COMMENTS**

- **Restaurant added to new building**
- **Discuss safety of driving on Airports**
- **East County marketing partnership**

**ADJOURNMENT:** The Chair adjourned the meeting at 12:00 PM.

# Noise Abatement Statistics

## December 2019

	# Of Callers		Complaints		YTD	YTD	% CHANGE
	2019	2019	2018	2019	2018		
<b>TOTAL NUMBER OF COMPLAINTS</b>	4	4	10	197	155	27%	
<b>LOCATION OF COMPLAINTS</b>							
Concord	2	2	5	37	72	-49%	
Pleasant Hill	0	0	2	65	28	132%	
Pacheco	0	0	2	6	5	20%	
Martinez	0	0	0	23	8	188%	
Byron	0	0	0	0	1	0%	
Other	2	2	1	32	29	10%	
Subtotal	4	4	10	163	143	14%	
Special Events	0	0	0	33	12	175%	
<b>Total Number of Complaints</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>196</b>	<b>155</b>	<b>26%</b>	
<b>COMPLAINTS ASSOCIATED WITH</b>							
Buchanan Field Airport		1	9	147	110		
Byron Airport		0	0	1	1		
Law Enforcement/Lifeguard Lights		0	0	16	12		
Non-associated		3	1	33	32		
<b>TIME OF INCIDENT</b>							
Day (0700 - 1700)		4	8	125	99		
Evening (1700 - 2200)		0	0	21	22		
Night (2200 - 0700)		0	0	29	20		
All Times		0	2	22	14		
<b>TYPE OF COMPLAINT</b>							
Noise		2	6	91	67		
Low Flying		1	0	19	23		
Noise and Low Flying		0	4	79	57		
Too Many Aircraft		0	0	1	1		
Other		1	0	7	7		
<b>TYPE OF AIRCRAFT</b>							
Jet		1	3	31	31		
Propeller		3	5	106	66		
Helicopter		0	0	24	21		
All Types		0	1	12	11		
Unknown		0	1	24	26		
<b>TOTAL AIRCRAFT OPERATIONS</b>							
		5,632	7,648	99,859	112,061	-11%	
<b>COMPLAINTS PER 10,000 OPERATIONS</b>							
		7	13	20	14	42%	
<b>COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY</b>							
		2	12	15	10	50%	

**January**

(4) - Complaints from (1) Concord Household

**April**

(4) - Non-assoc. unknown, Walnut Creek

**June**

(3) Special Event- Wings of Freedom

**October**

(1) Other, low flying helicopter, Clayton  
 (1) Non-assoc. Pipe Line Helicopter, Benicia

**February**

(1) Non-assoc. unknown, Walnut Creek

**May**

(3) Complaints from (1) Martinez individual

**July**

(1) Other, low flying, Walnut Creek

**September**

(3) Non-assoc. unknown, Walnut Creek  
 (1) Non-Assoc. unknown, Brentwood  
 (1) Non-assoc. Power line Helicopter, Martinez  
 (1) Non-assoc. exhaust smell, Pleasant Hill

**March**

(5) Non-assoc. unknown, Antioch  
 (1) non-assoc. jet, Walnut Creek  
 (1) Non-assoc. unknown, Pleasant Hill  
 (4) Complaints from (1) Concord Household  
 (30) Special Event- Ford Tri-Motor

**August**

(1) Non- assoc. helicopter Martinez

**November**

(1) Non-assoc. unknown betheI island  
 (1) Non-assoc., telecomms interference, WC  
 (1) Non-assoc., aerobatics, Discovery Bay  
 (2) Non-Assoc. EBRPD Helicopter, Martinez

# Contra Costa County Airports Monthly Operations Report

## December 2019

	December 2019	December 2018	YTD 2019	YTD 2018	% CHANGE 2018/2019
<b>AIRCRAFT OPERATIONS</b>					
Total Operations	5,632	7,648	99,859	112,061	-11%
Local Operations	2,757	4,008	47,847	57,475	-17%
Itinerant Operations	1,852	2,639	39,058	40,252	-3%
Total Instrument Ops	911	835	10,649	11,922	-11%
<b>FUEL FLOWAGE</b>					
100 Octane	10,934	16,077	246,254	252,075	-2%
Jet Fuel	88,277	78,593	1,267,441	1,267,058	0%
Total	99,211	94,670	1,513,695	1,519,133	0%
<b>BYRON INFORMATION</b>					
Byron Fuel	6,312	8,535	116,370	114,227	2%
Bay Area Skydiving Fuel Purchased (gallons)	700	1,500	14,231	20,326	-30%
Glider Operations					
Tow Aircraft	42	224	1,582	1,588	0%
Glider Aircraft	42	224	1,582	1,588	0%

***Contra Costa County  
Board of Supervisors  
Approved Board Orders  
Relating to County Airports***

---

***The following certified Board Orders are attached:***

- January 7, 2020      RECEIVE and ACCEPT the 2019 Annual Report submitted by the Aviation Advisory Committee
- January 7, 2020      APPROVE and AUTHORIZE the Director of Airports, or his designee, to execute on behalf of the County, a consent to assignment of lease between the County and the current tenant, Lithia Real Estate Inc., and the new tenant, Future Automotive Concord, INC, to assign his lease of County-owned property located at 4901 Marsh Drive, Concord to Future Automotive Concord, Inc.; APPROVE and AUTHORIZE the Director of Airports, or his designee, to execute on behalf of the County a third amendment to the lease that modifies the term and rent provisions of the 1985 lease.
- January 7, 2020      APPROVE and AUTHORIZE the Director of Airports, or designee, to host the 12<sup>th</sup> Annual Tenant Appreciation Barbeque (tentatively scheduled for Thursday, May 7, 2020), in an amount of approximately \$18,600 and held at the Buchanan Field Airport to thank customers for choosing Contra Costa County Airports – Buchanan Field and Byron Airports to store their aircraft and/or operate businesses, Pacheco (District IV) and Byron area (District III)



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: January 7, 2020

Subject: 2019 Report from Aviation Advisory Body

---

**RECOMMENDATION(S):**

RECEIVE and ACCEPT the 2019 Annual Report submitted by the Aviation Advisory Committee

**FISCAL IMPACT:**

Not applicable

**BACKGROUND:**

On June 18, 2002, the Board of Supervisors (Board) adopted Resolution No. 2002/377, which requires that each regular and ongoing board, commission, or committee shall annually report to the board on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year; on the second Tuesday in December. The attached report fulfills this requirement for the Aviation Advisory Committee.

**CONSEQUENCE OF NEGATIVE ACTION:**

Not applicable

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: 01/07/2020  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

A YE John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown

ATTESTED: January 7, 2020

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)  
681-4200

cc:

ATTACHMENTS

2019 AAC Annual  
Report



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: January 7, 2020

Subject: APPROVAL of Consent to Assignment of Lease & Third Amendment to Lease between Lithina Real Estate, Inc and Future Automotive Concord, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or his designee, to execute on behalf of the County, a consent to assignment of lease between the County and the current tenant, Lithina Real Estate, Inc., and the new tenant, Future Automotive Concord, INC, to assign his lease of County-owned property located at 4901 Marsh Drive, Concord to Future Automotive Concord, Inc.

APPROVE and AUTHORIZE the Director of Airports, or his designee, to execute on behalf of the County a third amendment to the Lease that modifies the term and rent provisions of the 1985 lease.

**FISCAL IMPACT:**

There is no negative impact on the General Fund. The Airport Enterprise Fund will continue to receive lease and other revenues provided for in the Lease. The County General Fund will continue to receive property, sales and possessory interest tax revenues from the Lease.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 01/07/2020  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

- AYE: John Gioia, District I Supervisor
- Candace Andersen, District II Supervisor
- Diáne Burgis, District III Supervisor
- Karen Mitchoff, District IV Supervisor
- Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown

ATTESTED: January 7, 2020

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)  
681-4200

BACKGROUND:

Under a ground lease dated October 20, 1985, the County leased the subject property for the purpose of automotive sales and servicing at Buchanan Field Airport. The lease was assigned to Lithia Real Estate, Inc. on October 6, 2015. Lithia Real Estate now desires to assign all of his interest in the lease to Future Automotive Concord, Inc. An assignment of the lease requires the prior written consent of the County. Staff recommends (1) consent to assignment, and (2) execution of an amendment to the lease to modify the term and rent provisions to make them consistent with financing standards.

CONSEQUENCE OF NEGATIVE ACTION:

Lithia Real Estate, Inc. will not be able to assign its interest in the lease.

ATTACHMENTS

Consent to Assignment

Amendment to Lease



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: January 7, 2020

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to host a County sponsored event at the Buchanan Field Airport.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to host the 12<sup>th</sup> Annual Tenant Appreciation Barbeque (tentatively scheduled for Thursday, May 7, 2020), in an amount of approximately \$18,600 and held at the Buchanan Field Airport to thank customers for choosing Contra Costa County Airports - Buchanan Field and Byron Airports to store their aircraft and/or operate businesses, Pacheco (District IV) and Byron area (District III).

Pursuant to Administrative Bulletin No. 114 (County and Non-County Sponsored Events and Activities):

- a. APPROVE the Public Works - Airport Division to host the 12<sup>th</sup> Annual Tenant Appreciation Barbeque, which will require Airport Division staff time and County resources in an amount exceeding \$2,500; and,
- b. APPROVE and AUTHORIZE the expenditure of Airport Enterprise Funds, in an estimated amount of approximately \$18,600, including but not limited to costs for food, staff time, County equipment, rental equipment (tables, chairs, etc.), supplies (utensils, cups, napkins, storage containers, etc.), and other reasonable expenses related to hosting the 2020 – 12<sup>th</sup> Annual Tenant Appreciation Barbeque (including but not limited to providing Byron Airport coverage and replacement of barbeques, smokers, fans, tents, etc.)

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 01/07/2020  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

A YE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown

ATTESTED: January 7, 2020

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)  
681-4200

cc:

**FISCAL IMPACT:**

There is no impact on the County General Fund. The total cost of approximately \$18,600 will be fully funded by the Airport Enterprise Fund. This estimated cost includes staff time (\$9,600), food/drink (\$4,200), and equipment/supplies/Byron coverage (\$4,800).

**BACKGROUND:**

The 12<sup>th</sup> Annual Tenant Appreciation BBQ is tentatively scheduled for Thursday, May 7, 2020 and will be held at the Buchanan Field Airport. The average annual attendance is typically five hundred (500) tenants and the approximate annual dollar amount expended on this event is \$18,600.

This event was developed to recognize the airport tenants/stakeholders “our customers” and would include providing food and beverages. The goal of this event is intended to assist in marketing both the Buchanan Field and Byron Airports by highlighting the services we provide to both current and potential customers, which are the livelihood of the Airport Enterprise Fund. This is part of a marketing program to attract and retain tenants that benefit both the Airport systems (operating as a business) and the County (FY 2015-16, the Buchanan Field and Byron Airports generated \$2.77 million in possessory interest tax to go back to the County General Fund).

Pursuant to Administrative Bulletin 114 the County Administrator's Office has reviewed and approved the Airport's request to host the 12<sup>th</sup> Annual Tenant Appreciation Barbeque and recommends approval of this action by the Board of Supervisors.

**CONSEQUENCE OF NEGATIVE ACTION:**

A negative action will cause a loss of marketing and promotion opportunity for the Airport and may impact funding.

**ATTACHMENTS**

Sponsored Event Form