

**Contra Costa County**  
**Aviation Advisory Committee**  
**Meeting Agenda**  
**550 Sally Ride Drive, Concord, CA 94520**  
**Thursday, March 12, 2020, 10:00 a.m.**

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*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, 2020 and February 13, 2020 Meeting Minutes**
- 4. Consider Consent Items**
  - a. Accept the airport Noise & Statistics Report (December 2019 and January 2020)
  - b. Accept relevant Board Orders (January 2020 and February 2020)
- 5. Presentations**
  - a. Runway 14L/32R Construction Project
- 6. Discussion/Action Items**
  - a. Discuss items pulled from consent
  - b. Review and Discuss Measure J
  - c. Discuss Byron FBO
  - d. Discuss Byron General Plan Amendment update
  - e. Discuss Bay Area Aviation Tech Test Site (BAATTS) update
  - f. Discuss safety of driving on Airports – Meeting February 25, 2020
  - g. Review and Discuss Airport Business/Development items
    - 4-Acre Development, Byron
    - 3-Acre Development, Buchanan
    - 16-Acre Development, Buchanan
    - 4.6-Acre Development, Buchanan
    - 9-Acre Development Interest/Solicitation
    - 11-Acre Development Interest/Solicitation
  - h. Discuss April 9, 2020 AAC Recognition Award Presentation
  - i. Discuss the April 9, 2020 AAC Officer Elections for the Chairman, Vice-Chairman, and Secretary
  - j. 2019 Fuel Flowage Report
  - k. 2019 JSX Performance Report
- 7. Future Agenda Items**
- 8. Adjourn**

**Next AAC Meeting (tentative): April 9, 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	Y											
Cody Moore	Airports Bus. Assoc.	cody@ccrjet.com	Y	Y											
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y	ABS											
Ronald Reagan	District 3	ron@rmsea.com	Y	ABS											
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	Y	Y											
Russell Roe	District 5	russroe@pacbell.net	Y	Y											
Keith McMahan	City of Concord	keithcmcmahan@gmail.com	Y	Y											
Roger Bass	District 2	twofivexray@yahoo.com	Y	Y											
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	ABS											
Tom Weber	District 4	Tr-weber@sbcglobal.net	ABS	Y											
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y	Y											
Donna Dietrich	Airport Neighbor - Pacheco	concordcascade_mgr@equitylifestyle.com	ABS	ABS											
Steven Starratt	Airport Neighbor - Byron	starratt@pacbell.net	Y	Y											
Was There a Quorum? Y or N			Y	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 FEBRUARY 13, 2020**

**MEETING CALLED:** Vice Chair Tom Weber called the meeting to order at 10:02 AM at Buchanan Field Airport

**PRESENT:** **Emily Barnett, Secretary, Member At-Large**  
**Steven Starratt, Airport Neighbor – Byron Airport**  
**Cody Moore, Airport Business Association**  
**Keith McMahan, City of Concord**  
**Derek Mims, City of Pleasant Hill**  
**Roger Bass, District II**  
**Russell Roe, District V**  
**Dale Roberts, District I**  
**Tom Weber, Vice Chair, District IV**

**ABSENT:** **Donna Dietrich, Airport Neighbor – Pacheco**  
**Maurice Gunderson, Chair, Member At-Large**  
**Eric Meinbress, Member At-Large**  
**Ronald Reagan, District III**

**STAFF PRESENT:** Keith Freitas, Director of Airports  
Russel Miburn, Assistant Director of Airports - Operations  
Anne O, Chief of Staff District IV  
Daniel Barrios, Department of Conservation & Development, Planner  
Will Nelson, Department of Conservation & Development, Planner  
Maureen Toms, Department of Conservation & Development

### **COMMENTS**

**BY CHAIR:** Vice Chair Tom Weber advised the committee that former AAC member, Rich Spatz, passed away and a memorial plaque was presented to his family. Meeting to be adjourned in his honor.

### **PUBLIC COMMENT PERIOD:**

Keith Freitas, Director of Airports, announced that the Twelfth (12<sup>th</sup>) Annual Tenant Appreciation BBQ on May 7, 2020, will undergo a name change, more to come soon.

**APPROVAL OF  
1/9/20 MINUTES:**

Dale Roberts advised that item 5.g. of the minutes lacked clarity and requested a revision. Approval of January 9, 2020 minutes moved to the March 12, 2020 meeting.

**APPROVAL OF  
CONSENT ITEMS:**

Approval of consent items moved to March 12, 2020 meeting.

**5. DISCUSSION/ACTION ITEMS:**

**a. Discuss items pulled from consent**

There were no items pulled from consent.

**b. Byron General Plan Amendment Update**

Daniel Barrios, planner at Department of Conservation and Development (DCD), provided an update of positive movement with the revised traffic study, a component of the general plan amendment, by DUDEK. The revised traffic study is expected to be submitted to DCD within 6-7 weeks and DCD requires another, approximately, 2 weeks for review. In addition, DCD is continuing to review the environmental impact report, bio, and mitigation measures. It is expected, depending on approval of the traffic study, that the Byron General Plan Amendment will be close to completion within the next few months. Will Nelson Agreed with the status update that the project was moving in a positive direction.

**c. Bay Area Aviation Tech Test Sites (BAATTS) update**

Keith Freitas explained that Airports staff is working on a partnership with the University of Alaska Fairbanks, which operates the Pan-Pacific Unmanned Aerial Systems (UAS) Test Site. This partnership would facilitate UAS testing at Buchanan Field and Byron Airports. Airports staff is working with County Counsel on a Master Agreement that works for the County, to facilitate UAS testing at the County Airports and hopes to submit it to the Board in March/April.

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

This item, which was brought up at the January 9, 2020 AAC meeting by Russell Roe, concerned a driving safety issue on a leasehold at the northwest hangar area. As the issue was on a leasehold, the Airport does not have direct control over the leased area. To follow up on the issue, the Airport has set a meeting for February 25, 2020 with the two leaseholds, Buchanan Airport Hangar Owners Association (BAHOA) and LCA, to gather ideas and work with the leaseholds to improve driving safety. In addition, Airports staff has trimmed the hedges on the northwest gate entrance roadway that had encroached on the drive lane.

**e. Update regarding Stakeholder’s workshop for the Buchanan Field Terminal**

The stakeholder workshop provided similar comments to what has been previously discussed in AAC meetings which were related to: potential restaurant, second floor space, owning versus renting administration and Aircraft Rescue Firefighting (ARFF) facilities, and impact to JSX and surrounding areas such as the public viewing plaza during terminal expansion. At this point, the project consultant will proceed with the construction drawings with the intent to bid the construction project in first part of 2021 with construction expected to begin in 2021.

**f. Measure J**

Tom Weber moved to delay this topic to a future agenda. Discussion continued regarding Measure J being on the March ballot and therefore moving the topic to a future meeting may be impractical. Measure J is a sales tax increase to support transportation infrastructure in Contra Costa County including in and around the Byron Airport.

**g. Airport Business/Development items**

The Byron Airport 3-acre project with MS Construction is located next to the administration/terminal building and the ARFF garage that is currently in development. MS Construction, which is also involved in the Byron non-aviation development, is in contact with five companies, such as Airbus, Volans-I, and Kittyhawk, in regard to potentially renting the planned five 5,000-7000 square foot hangars. The project will also include a row of private hangars. At this time, the project is expecting to be close to full occupancy upon completion and therefore has solicited for additional development area at the Byron Airport.

The Buchanan Field developments on the west side along Marsh Drive are impacted by the stormwater capacity of the drainage ditch along Marsh Drive. Review of possible options to increase capacity of the ditch is underway to facilitate stormwater impacts from the developments. The 16 acre development is in lease negotiations and both the 16 acre and Fire Station development have additional environmental analysis required. The 16 acre development group is also involved with the 9 acre aviation area across Sally Ride Drive.

Additionally, the Lithia car dealership at Marsh Drive and Solano Drive requested their lease be assigned to Future Ford, which was approved by the Board of Supervisors. The assignment does not change the current uses at the leasehold.

**FUTURE AGENDA ITEMS/COMMENTS**

- **Update on Byron Fixed Based Operator (FBO)**
- **Ramp driving issue at LCA and BAHOA**
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**ADJOURNMENT:** The Vice Chair adjourned the meeting at 10:45 AM.

# 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 McMahon, 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, manager of the FAA Air Traffic Control Tower (ATCT), discussed their efforts to improve the airspace infrastructure at Buchanan Field over the last several years, to prepare for commercial service, improved jet traffic and create options for increased safety. FAA ATCT staff is requesting new approaches for Runway 14L in order to reduce Instrument Flight Rules (IFR) approaches on the most active runway (01L/19R).
- The redesign of Class D airspace has been approved to increase protected airspace for aircraft from 2.8 miles to 4.1 miles.
- FAA ATCT staff is also working on the implementation of a Standard Arrival Route (STAR) for Runway 19R, a standard arrival procedure used by all major airports and which is desirable to commercial airlines.

**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.

**I. 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.

# Noise Abatement Statistics

## January 2020

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2020	2020	2019	2020	2019	
<b>TOTAL NUMBER OF COMPLAINTS</b>	<b>2</b>	<b>2</b>	<b>13</b>	<b>2</b>	<b>13</b>	<b>-85%</b>
<b>LOCATION OF COMPLAINTS</b>						
Concord	1	1	8	1	8	-88%
Pleasant Hill	0	0	3	0	3	-100%
Pacheco	0	0	1	0	1	100%
Martinez	0	0	0	0	0	0%
Byron	0	0	0	0	0	0%
Other	1	1	1	1	1	0%
Subtotal	2	2	13	2	13	-85%
Special Events	0	0	0	0	0	0%
<b>Total Number of Complaints</b>	<b>2</b>	<b>2</b>	<b>13</b>	<b>2</b>	<b>13</b>	<b>-85%</b>
<b>COMPLAINTS ASSOCIATED WITH</b>						
Buchanan Field Airport		1	9	1	9	
Byron Airport		0	0	0	0	
Law Enforcement/Lifeguard Lights		0	1	0	1	
Non-associated		1	3	1	3	
<b>TIME OF INCIDENT</b>						
Day (0700 - 1700)		2	10	2	10	
Evening (1700 - 2200)		0	1	0	1	
Night (2200 - 0700)		0	1	0	1	
All Times		0	1	0	1	
<b>TYPE OF COMPLAINT</b>						
Noise		0	7	0	7	
Low Flying		0	2	0	2	
Noise and Low Flying		2	3	2	3	
Too Many Aircraft		0	0	0	0	
Other		0	1	0	1	
<b>TYPE OF AIRCRAFT</b>						
Jet		0	3	0	3	
Propeller		1	5	1	5	
Helicopter		0	2	0	2	
All Types		0	1	0	1	
Unknown		1	2	1	2	
<b>TOTAL AIRCRAFT OPERATIONS</b>						
		8,446	6891	8446	6891	23%
<b>COMPLAINTS PER 10,000 OPERATIONS</b>						
		2	19	2	19	-87%
<b>COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY</b>						
		1	13	1	13	-91%

# Contra Costa County Airports Monthly Operations Report

**January 2020**

	January 2020	January 2019	YTD 2020	YTD 2019	% CHANGE 2019/2020
<b>AIRCRAFT OPERATIONS</b>					
Total Operations	8,446	6,891	8,446	6,891	23%
Local Operations	4,590	3,370	4,590	3,370	36%
Itinerant Operations	2,752	2,444	2,752	2,444	13%
Total Instrument Ops	967	881	967	881	10%
<b>FUEL FLOWAGE</b>					
100 Octane	13,857	14,863	13,857	14,863	-7%
Jet Fuel	98,500	91,017	98,500	91,017	8%
Total	112,357	105,880	112,357	105,880	6%
<b>BYRON INFORMATION</b>					
Byron Fuel	6,933	7,890	6,933	7,890	-12%
Bay Area Skydiving*					
Fuel Purchased (gallons)	700	1,206	700	1,206	-42%
Glider Operations					
Tow Aircraft	178	126	178	126	41%
Glider Aircraft	178	126	178	126	41%

# Noise Abatement Statistics

## December 2019

	# Of Callers		Complaints		YTD	YTD	% CHANGE
	2019	2019	2018	2019	2018		
<b>TOTAL NUMBER OF COMPLAINTS</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>197</b>	<b>155</b>	<b>27%</b>	
<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>		<b>5,632</b>	<b>7,648</b>	<b>99859</b>	<b>112,061</b>	<b>-11%</b>	
<b>COMPLAINTS PER 10,000 OPERATIONS</b>		<b>7</b>	<b>13</b>	<b>20</b>	<b>14</b>	<b>42%</b>	
<b>COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY</b>		<b>2</b>	<b>12</b>	<b>15</b>	<b>10</b>	<b>50%</b>	

### January

(4) - Complaints from (1) Concord Household

### April

(1) 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 bethel 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
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### AIRCRAFT OPERATIONS

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%

### FUEL FLOWAGE

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%

### BYRON INFORMATION

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**

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

- December 10, 2019      **REAPPOINT** Dale Roberts to the District I seat of the Aviation Advisory Committee to a term ending on February 28, 2023, as recommended by Supervisor Gioia
- February 4, 2020      **APPROVE** and **AUTHORIZE** the Director of Airports, or designee, to execute Amendment No. 1 to the contract between the County and Mead & Hunt, Inc., effective August 1, 2019, to (i) extend the term of the contract by eleven months, to June 30, 2021, and (ii) increase the payment limit by \$162,872.00 to a new payment limit of \$299,872.00 in order to allow Mead & Hunt, Inc. to perform additional sampling and testing work pursuant to State Regional Water Board Order WQ 2019-0005-DWQ.
- February 4, 2020      **APPROVE** and **AUTHORIZE** the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Paragon Analysis Corporation for a T-hangar at Buchanan Field Airport effective June 25, 2019 in the monthly amount of \$350.00. (100% Airport Enterprise Fund)
- February 11, 2020      **REAPPOINT** the following individual to the District IV seat on the Aviation Advisory Committee to a three-year term expiring March 1, 2023, as recommended by Supervisor Mitchoff: Mr. Thomas Weber, Pleasant Hill, CA
- February 25, 2020      **AUTHORIZE** the Director of Airports, or designee, to negotiate a long-term ground lease and development terms between the County, as Landlord, and Montecito Development Company, LLC, as the developer, for approximately 9 acres of land on the west side of Buchanan Field Airport.
- February 25, 2020      **APPROVE** and **AUTHORIZE** the Director of Airports, or designee, to execute a monthly rental agreement between the County and Delux Public Charter, LLC, dba JSX (formerly dba JetSuiteX) (JSX), effective March 1, 2020, to replace the existing rental agreement with JSX for the same location at Buchanan Field Airport. (100% Airport Enterprise Fund)



Contra  
Costa  
County

To: Board of Supervisors  
From: John Gioia, District I Supervisor  
Date: December 10, 2019

Subject: Reappoint Dale Roberts to the District 1 seat of the Aviation Advisory Committee

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**RECOMMENDATION(S):**

Reappoint Dale Roberts to the District 1 seat of the Aviation Advisory Committee to a term ending on 2/28/2023, as recommended by Supervisor Gioia.

**FISCAL IMPACT:**

None

**BACKGROUND:**

To provide advice and recommendations to the Board of Supervisors on the aviation issues related to the economic viability and security of airports in Contra Costa County. The Committee may initiate discussions, observations, or investigations, to make its recommendations to the Board. The Committee may hear comments on airport and aviation matters from the public or other agencies for consideration and possible recommendations to the Board of Supervisors or their designees. The Aviation Advisory Committee shall cooperate with local, state, and national aviation interests for the safe and orderly operation of airports. The Aviation Advisory Committee shall advance and promote the interests of aviation and protect the general welfare of the people living and working near the airport and the County in general. In conjunction with all of the above, the Aviation Advisory

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **12/10/2019**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: 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: December 10, 2019

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

By: June McHuen, Deputy

Contact: James Lyons,  
510-231-8692

cc:

Committee shall provide a forum for the Director of Airports regarding policy matters at and around the airports.



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: February 4, 2020

Subject: Amendment to contract with Mead & Hunt, Inc. for PFAS Work Plan Implementation and Final Report at Buchanan Field Airport

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute Amendment No. 1 to the contract between the County and Mead & Hunt, Inc., effective August 1, 2019, to (i) extend the term of the contract by eleven months, to June 30, 2021, and (ii) increase the payment limit by \$162,872.00 to a new payment limit of \$299,872.00 in order to allow Mead & Hunt, Inc. to perform additional sampling and testing work pursuant to State Regional Water Board Order WQ 2019-0005-DWQ.

**FISCAL IMPACT:**

Costs incurred under the contract are paid 100% by the Airport Enterprise Fund.

**BACKGROUND:**

In March 2019, the California State Water Resources Control Board (State Water Board) issued Order WQ 2019-0005-DWQ (Order), which requires certain airports, including Buchanan Field Airport, to (i) conduct a “one-time preliminary site investigation” regarding the storage and use of Per- and Polyfluoroalkyl Substances (PFAS), and (ii) obtain a preliminary understanding of PFAS concentrations in soil and/or groundwater resulting from the use of PFAS at the

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/04/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: 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: February 4, 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:

## BACKGROUND: (CONT'D)

airport. PFAS is a family of more than 3,000 man-made and mostly unregulated chemicals that are resistant to degradation in the environment. PFAS are manufactured globally and have been used in the production of many industrial and household products such as dental floss, non-stick cookware and products, waterproof products, cleaning products, and fire-fighting foams. The Order applies to Buchanan Field because Buchanan Field operates pursuant to 14 CFR Part 139. As a result of the Order, the County is required to submit an investigation work plan (Work Plan) and final report to the local Regional Water Quality Control Board (Regional Water Board).

Effective August 1, 2019, the County executed a contract with Mead and Hunt to conduct planning, environmental, sampling, and legal support services needed to implement the Work Plan and final report (Phase 2). Phase 1 was completed through a contract with Mead and Hunt dated April 15, 2019. Under that contract, Mead and Hunt prepared the Work Plan for Buchanan Field Airport, which was submitted to the Regional Water Board before the required deadline.

In review of the County's Work Plan, the Regional Water Board requested revisions and subsequently accepted the County's revised Work Plan on December 19, 2019. The revised Work Plan specifies additional services to be performed by Mead & Hunt on behalf of the County to comply with the Order. Amendment No. 1 will enable Mead & Hunt to perform the additional services by extending the term and increasing the payment limit.

The County's use of PFAS at Buchanan Field is not optional. It is mandated by the Federal Aviation Administration (FAA), which requires airports with Part 139 certifications to provide aircraft rescue and firefighting (ARFF) services using aqueous film-forming foam (AFFF) that meets military specifications (MIL-PRF-24385)(MilSpec), which include PFAS constituents. Not only must Part 139 airports have such AFFF available, the FAA mandates that airport operators test and calibrate their equipment to ensure proper operation in case of an emergency. Part 139 airports have no option but to comply with FAA mandates in order to maintain their operating certificates and maintain eligibility for future federal funding opportunities.

## CONSEQUENCE OF NEGATIVE ACTION:

If the Airports Division does not amend the contract with Mead & Hunt to perform the additional services required by the revised Work Plan, the County will be unable to complete the work required under the revised Work Plan and will be non-compliant with the Order. Non-compliance with the Order could subject the County to a daily fine (of up to \$5,000 per day) and criminal penalties.



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: February 4, 2020

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Paragon Analysis Corporation for a T-hangar at Buchanan Field Airport effective February 7, 2020 in the monthly amount of \$350.00.

**FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$4,200.00 annually.

**BACKGROUND:**

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters/shade hangars at Buchanan Field Airport. In 1977 Buchanan Airport Hangar Company amended their lease to allow for the construction of another 30-year lease with Contra Costa County for the construction of seventeen (17) additional hangars. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during the lease period.

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/04/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: 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: February 4, 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:

On September 1, 2000, the ninety-three (93) t- and shade hangars at Buchanan Field reverted

BACKGROUND: (CONT'D)

to the County ownership pursuant to the terms of the above lease.

On November 14, 2006, the Contra Costa County Board of Supervisors approved the form of the T-Hangar and Shade Hangar Rental Agreement for use with renting the County's t-hangars, shade hangars, medium hangars, and executive hangars at Buchanan Field Airport.

On February 16, 2007, the additional seventeen (17) hangars at Buchanan Field reverted back to the County pursuant to the above referenced lease. This row included six (6) large hangars which were not covered by the approved T-Hangar and Shade Hangar Rental Agreement.

On February 23, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Rental Agreement for use with the large East Ramp Hangars.

On January 16, 2009, Contra Costa County Board of Supervisors approved an amendment to the T-Hangar and Shade Hangar Rental Agreement and the Large Hangar Rental Agreement (combined "Hangar Rental Agreements") which removed the Aircraft Physical Damage Insurance requirement. The Hangar Rental Agreements are the current forms in use for rental of all the County hangars at Buchanan Field Airport.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

ATTACHMENTS

Hangar Agreement



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: February 11, 2020

Subject: Reappoint Thomas Weber to the District IV seat on the Aviation Advisory Committee

**RECOMMENDATION(S):**

REAPPOINT the following individual to the District IV seat on the Aviation Advisory Committee to a three year term expiring March 1, 2023, as recommended by Supervisor Mitchoff:  
Mr. Thomas Weber  
Pleasant Hill, CA 94523

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Aviation Advisory Committee (AAC) was established by the Board of Supervisors to provide advice and recommendations to the Board of Supervisors on the aviation issues related to the economic viability and security of airports in Contra Costa County. The AAC is mandated to cooperate with local, state, and national aviation interests for the safe and orderly operation of airports; advance and promote the interests of aviation; and protect the general welfare of the people living and working near the airport and the County in general.

The AAC may initiate discussions, observations, or investigations and may hear comments on airport and aviation matters from the public or other agencies in order to formulate recommendations to the Board. In conjunction with all of the above, the Aviation Advisory Committee provides a forum for the Director of Airports regarding policy matters at and around the airport.

- APPROVE  OTHER
- RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/11/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

- AYE: John Gioia, District I Supervisor
- Candace Andersen, District II Supervisor
- Diane Burgis, District III Supervisor
- Federal D. Glover, District V Supervisor
- ABSENT: Karen Mitchoff, District IV 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: February 11, 2020

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

By: Stacey M. Boyd, Deputy

Contact: Lisa Chow, (925)  
521-7100

cc:

**BACKGROUND: (CONT'D)**

The AAC comprises 11 members who must be County residents: one appointed by each Supervisor; one from and nominated to the Board by the City of Concord; one from and nominated to the Board by the City of Pleasant Hill; one from and nominated to the Board by the Contra Costa County Airports Business Association; three at large to represent the general community, to be nominated by the Internal Operations Committee. At least one of the above shall be a member of the Airport Land Use Commission.  
Terms for AAC seats are three years ending each March 1.

Mr. Weber has been an excellent representative on the Aviation Advisory Committee and Supervisor Mitchoff would like to appoint him to an additional term.

**CONSEQUENCE OF NEGATIVE ACTION:**

The District IV seat on the Aviation Advisory Committee will be vacant.



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: February 25, 2020

Subject: Authorization to Negotiate Ground Lease and Development Terms for Buchanan Field Airport 9-Acre Parcel

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**RECOMMENDATION(S):**

AUTHORIZE the Director of Airports, or designee, to negotiate a long-term ground lease and development terms between the County, as Landlord, and Montecito Development Company, LLC, as the developer, for approximately 9 acres of land on the west side of Buchanan Field Airport.

**FISCAL IMPACT:**

There is no negative impact on the General Fund. The Airport Enterprise Fund could realize lease and other revenues. The County General Fund could realize sales tax and other revenues if a lease is successfully negotiated.

**BACKGROUND:**

The development site is approximately 9-acres of vacant land owned by the County and located on the west side of Buchanan Field Airport and is commonly known as Parcel A. The parcel is designated for aviation use on the Airport Layout Plan for Buchanan Field Airport.

The Airport Division of the Contra Costa County Public Works Department - Airports Division received a letter of interest from Montecito Development Company, LLC. to lease and develop

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **02/25/2020**  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: February 25, 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:

BACKGROUND: (CONT'D)

the property for aviation use.

In accordance with the Airport Division's standard, the Airport Division solicited for competitive interest in developing the parcel prior to making a developer selection. This solicitation of competitive interest was transmitted to the current commercial tenants of both County airports and to those persons who have asked to be included on a list of developers interested in developing land at either of the County airports. The County did not receive any other letters of interest to develop this property.

Consistent with the master developer selection process that was approved by the Board of Supervisors on May 23, 2006, projects without a competitive interest are to proceed with the traditional environmental review and lease development processes. The aviation development project will be presented to the Aviation Advisory Committee, the Airport Committee, and any other stakeholder to enhance community relations and collaborative relationships.

Negotiation of lease terms would expand economic activity, provide additional revenues to the Airport Enterprise Fund, and expand aviation-related facilities and services at Buchanan Field Airport. A business proposal must be consistent with the Airport Master Plan and General Plan for consideration. The proposed aviation development is consistent with the Buchanan Field Airport Master Plan and General Plan.

Unless and until a final lease agreement is fully executed by all parties, this Board Order, any draft lease agreement, other communications or conduct of the parties shall have absolutely no legal effect, may not be used to impose any legally binding obligation on the County and may not be used as evidence of any oral or implied agreement between the parties or as evidence of the terms and conditions of any implied agreement.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in initiating the developer selection process will result in a delay of developing vacant land at Buchanan Field Airport and may negatively impact the Airport Enterprise Fund and County General Fund.



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: February 25, 2020

Subject: Rental Agreement for Portable Building at 181 John Glenn Drive, Concord (Buchanan Field Airport) (District IV).

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a monthly rental agreement between the County and Delux Public Charter, LLC, dba JSX (formerly dba JetSuiteX) (JSX), effective March 1, 2020, to replace the existing rental agreement with JSX for the same location at Buchanan Field Airport.

**FISCAL IMPACT:**

There is no negative impact on the General Fund. The Airport Enterprise Fund receives revenue as provided for in the rental agreement. The County General Fund receives property, sales and possessory interest tax revenues from the rental agreement.

**BACKGROUND:**

On March 1, 2016, the Board of Supervisors authorized the County to enter into a property rental agreement with Delux Public Charter, LLC, dba JSX (formerly dba JetSuiteX) (JSX), to use the portable terminal building at 181 John Glenn Drive for the operation of a scheduled charter service at Buchanan Field Airport. The County and JSX entered into a rental agreement effective

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/25/2020**  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: February 25, 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:

BACKGROUND: (CONT'D)

March 23, 2016, on a month-to-month basis. The rent due under the 2016 agreement is a concession fee equal to \$5.00 for each passenger enplaned at Buchanan Field Airport.

The proposed rental agreement will replace the 2016 agreement. The proposed agreement modifies the concession fee due from JSX. In exchange for JSX carrying out a marketing campaign to promote travel from Buchanan Field, the concession fee will be reduced from \$5.00 per passenger enplaned at Buchanan Field to \$1.00 per passenger enplaned at Buchanan Field for the first 18,750 passengers enplaned at Buchanan Field beginning March 1, 2020. By reducing the concession fee by \$4.00 for the first 18,750 passengers enplaned beginning March 1, 2020, the Airport Enterprise Fund is effectively contributing \$75,000 to the campaign to promote the use of Buchanan Field.

The marketing effort conducted by JSX is expected to promote Buchanan Field as an airport destination and also highlight the air services located at the airport. Increased public awareness of Buchanan Field and JSX is expected to increase enplanements and subsequently increase revenue for the County. In addition, increased awareness may lead JSX to elect to conduct operations to additional destinations, which could result in increased enplanements at Buchanan Field and higher revenues for the Airport Enterprise Fund and the County.

CONSEQUENCE OF NEGATIVE ACTION:

If the County does not enter into a replacement rental agreement with JSX, JSX may not conduct the marketing campaign to promote Buchanan Field. The failure to promote Buchanan Field could result in reduced passenger enplanements at Buchanan Field over time and less revenue for the Airport Enterprise Fund and the County.

ATTACHMENTS

JSX Agreement

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

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***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

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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  
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  
Diāne 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:

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.)

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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  
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.

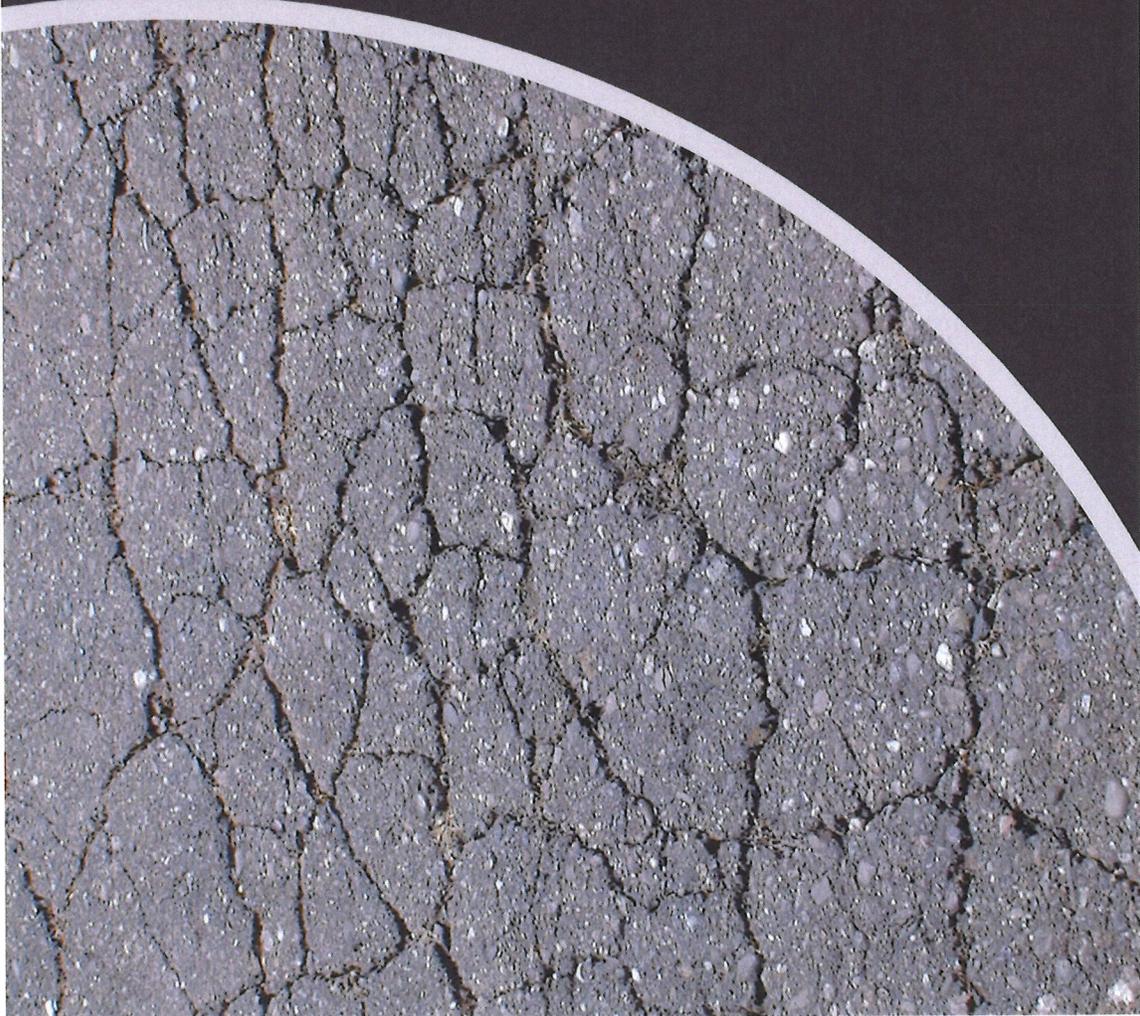
CONSEQUENCE OF NEGATIVE ACTION:

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

ATTACHMENTS

Sponsored Event Form

14L/32R  
RUNWAY  
REHABILITATION  
2020



# REHABILITATION PROJECT OVERVIEW



PLAN SHEET G-021 (pg 4)



## RUNWAY 14L/32R REHABILITATION (ASPHALT)

VARIOUS LEVELS OF PAVEMENT WORK  
BASED ON LOCATION

TAXIWAY LIGHTING AND SIGNAGE  
MODIFICATION



## ELECTRICAL IMPROVEMENTS

RUNWAY LIGHTING AND SIGNAGE  
IMPROVEMENTS



## PAVEMENT PRESERVATION WORK (CONCRETE)

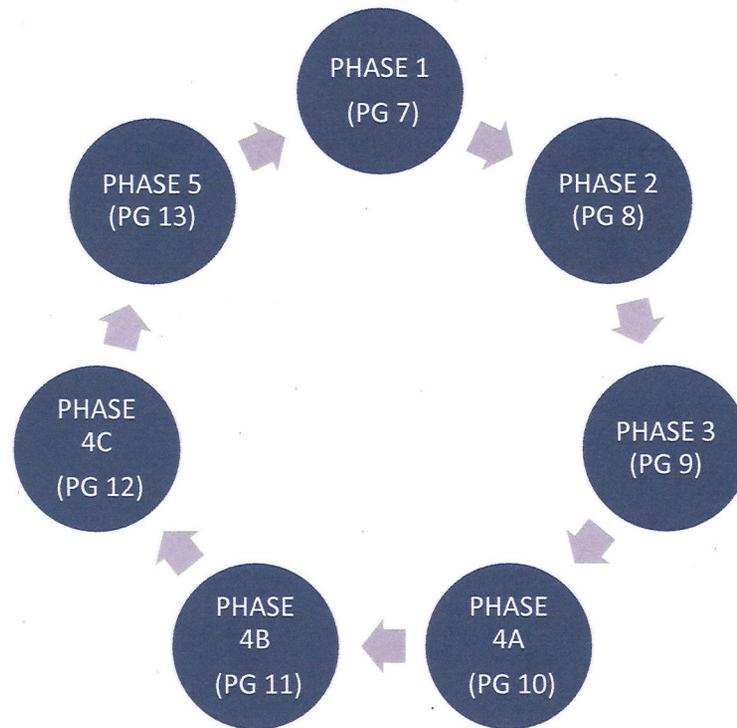
RUNWAY 1L/19R  
RUNWAY 14L/32R



# PROJECT SCHEDULE



# PROJECT PHASING AND IMPACTS

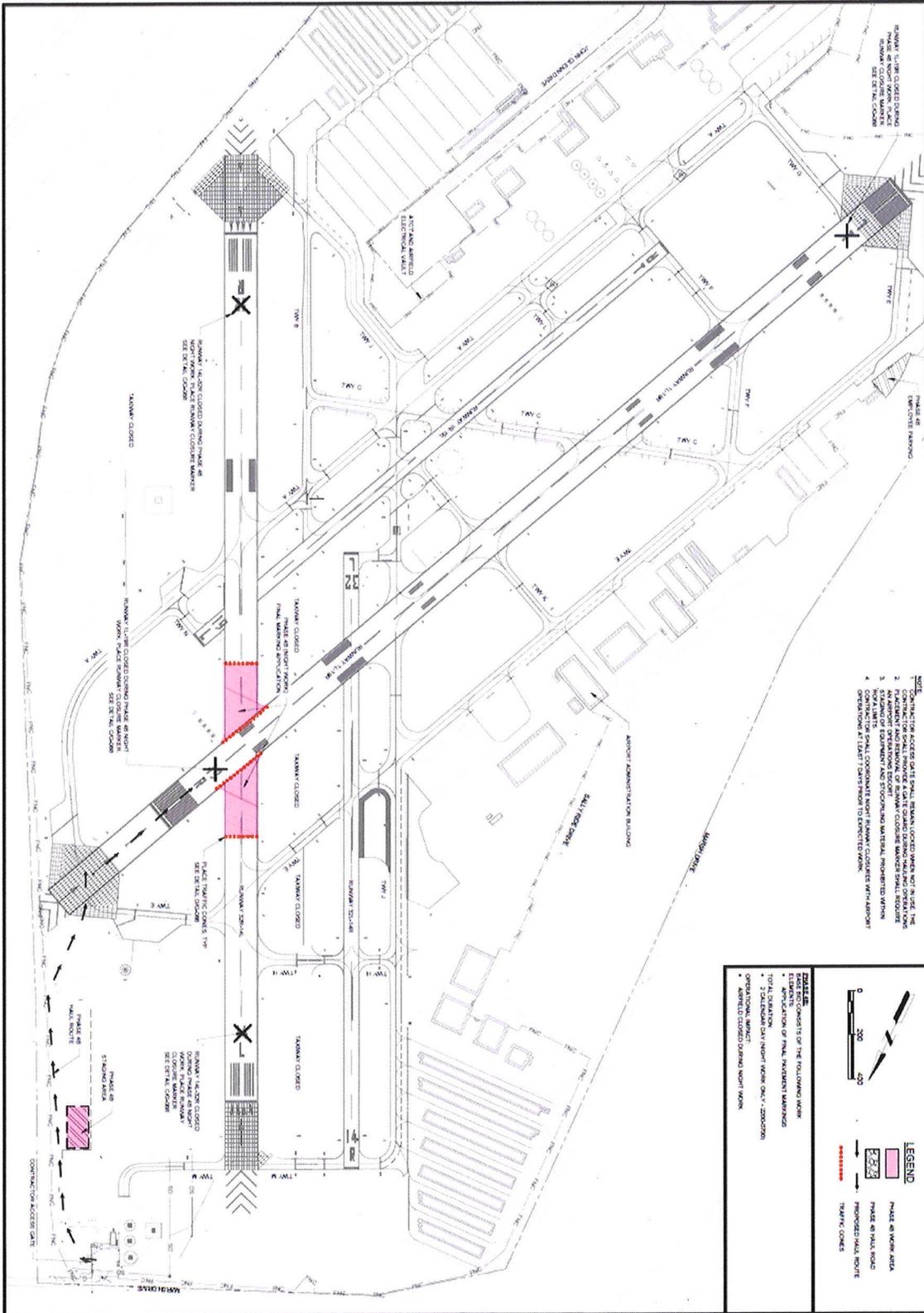












- NOTES:
1. CONTRACTOR ACCESS ON THE SHALL REMAIN CLOSED WHEN NOT IN USE. THE CONTRACTOR SHALL PROVIDE A 24 HOUR GUARD DURING ALL NIGHT OPERATIONS.
  2. AIRPORT OPERATIONS SHALL BE MAINTAINED THROUGHOUT THE PROJECT.
  3. AIRPORT OPERATIONS SHALL BE MAINTAINED THROUGHOUT THE PROJECT.
  4. OPERATIONS AT TAXI 14-32 SHALL BE MAINTAINED THROUGHOUT THE PROJECT.

**LEGEND**

- PHASE OF WORK AREA
- PROPOSED WALK ROUTE
- TRAFFIC CONTROL

**TABLES**

EXISTING CONDITIONS OF THE FOLLOWING WORK:

- TOTAL DURATION OF FINAL INVESTMENT MARKINGS
- TOTAL DURATION OF FINAL INVESTMENT MARKINGS
- OPERATIONAL IMPACT DURING NIGHT WORK

**MEAD & LUNT**

1300 S. MAIN STREET  
WINDYBROOK, CA 94588  
PHONE: (925) 424-2610  
WWW.MEADANDLUNT.COM

**BUCHANAN FIELD AIRPORT  
RUNWAY 14L-32R REHABILITATION**

CONTRA COSTA COUNTY AIRPORTS DIVISION  
550 SALLY RIDE DRIVE, CONCORD, CALIFORNIA 94520

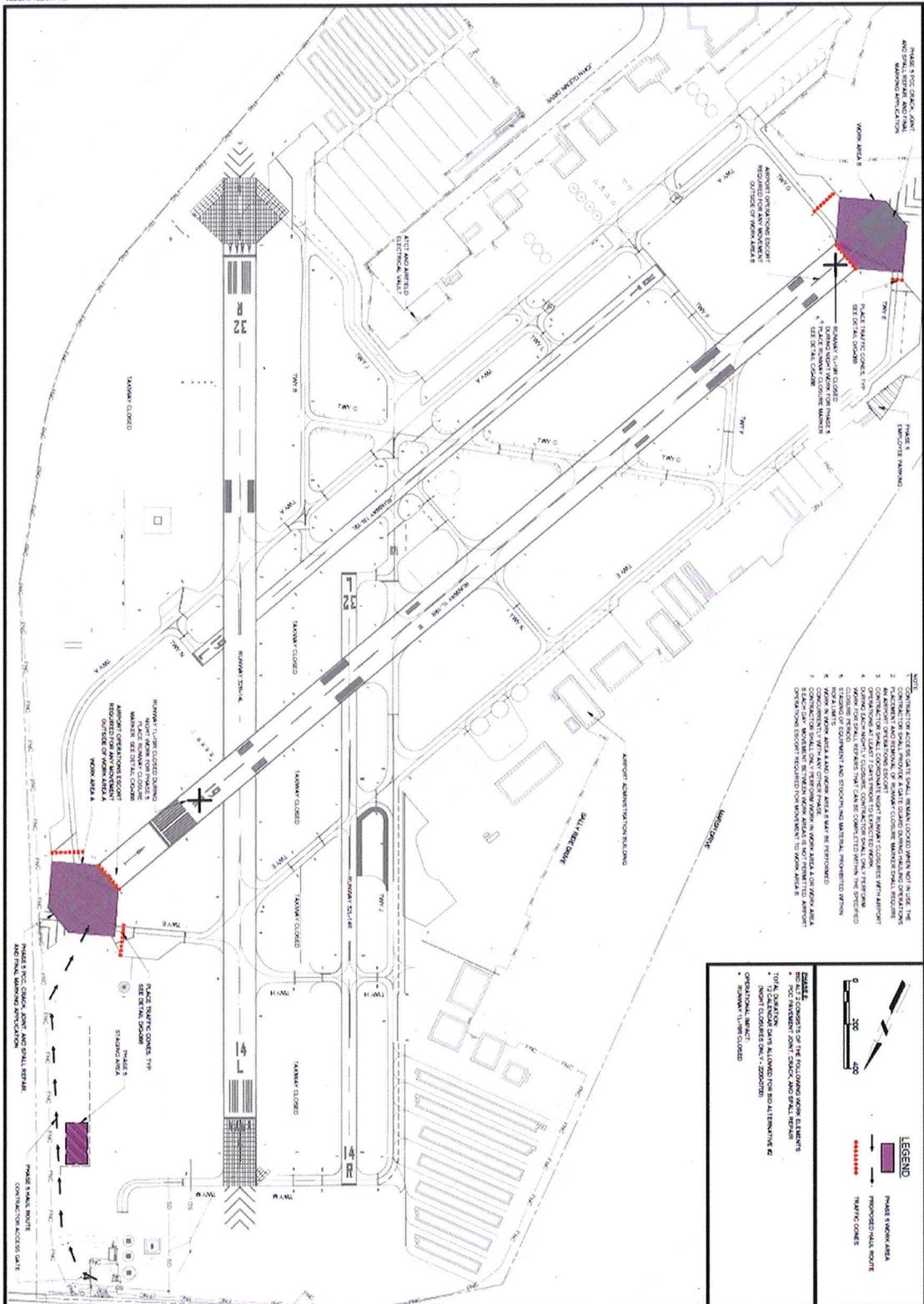
DATE: 08/11/2010  
DRAWN BY: J. BROWN  
CHECKED BY: J. BROWN  
APPROVED BY: J. BROWN

CONSTRUCTION  
SAFETY AND PARKING  
PLAN - PHASE 08

Sheet 11 of 13

**G-085**





- NOTE:**
1. CONSTRUCTION ACCESS SHALL REMAIN CLOSED WHEN NOT IN USE. THE
  2. PLACEMENT AND REMOVAL OF RUNWAY CLOSURE MARKERS SHALL REQUIRE
  3. AN AIRPORT OPERATIONAL SAFETY NIGHT SIGNAGE CLOSURES WITH AIRPORT
  4. OPERATIONAL AT LEAST 7 DAYS PRIOR TO PROJECT BEGIN.
  5. WORK SHALL BE LIMITED TO THE SPECIFIED
  6. AREAS OF CONSTRUCTION AND STOPPING AND TRAFFIC PROHIBITED WITHIN
  7. WORK AREA AS SHOWN AND WORK AREA SHALL BE PROTECTED
  8. CONSTRUCTION OF THE FOLLOWING WORK ELEMENTS
  9. FOR ALL DEVIATION SHALL BE ALLOWED FOR ALL OPERATING IN
  10. NIGHT CLOSURES ONLY - 2300Z(00Z)
  11. OPERATIONAL W/ACT
  12. RUNWAY LIGHTS CLOSED

**LEGEND**

- PHASE 5 WORK AREA
- PROPOSED TAIL ROUTE
- TAXIWAY CONES

**SCALE**

CONSISTS OF THE FOLLOWING WORK ELEMENTS

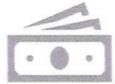
- FOR ALL DEVIATION SHALL BE ALLOWED FOR ALL OPERATING IN
- NIGHT CLOSURES ONLY - 2300Z(00Z)
- OPERATIONAL W/ACT
- RUNWAY LIGHTS CLOSED

# PROJECT FUNDING



FEDERAL GRANT

\$5,316,232



STATE GRANT

\$150,000



AIRPORT ENTERPRISE FUND

\$THE REST



# QUESTIONS

THANK YOU



Contra Costa County Airports  
Fuel Flowage Report - 2019

Month	Concord Jet - JetA	Sterling JetA	PSA JetA	Seecon JetA	Sterling 100LL	PSA 100LL	Byron Jet Center - Self Service - Jet A	Bay Area Skydiving Self Service - Jet A	Byron 100LL	Byron JetA	Total CCR JetA	Total CCR 100LL
January	65,516	294	13,280	11,927	7,844	7,019	0	1,206	7,890	1,206	91,017	14,863
February	65,653	309	24,584	8,885	5,573	5,772	-	550	6,480	550	99,431	11,345
March	64,330	81	18,408	13,231	9,127	12,984	0	1,500	9,524	1,500	96,050	22,111
April	63,256	-	23,605	8,875	10,066	16,000	1,999	1,700	7,395	3,699	95,736	26,066
May	86,571	-	35,379	8,166	9,830	11,836	0	1,800	8,335	1,800	130,116	21,666
June	74,968	-	31,286	7,008	12,116	18,511	10,711	2,000	13,884	12,711	113,262	30,627
July	65,514	-	28,180	8,480	10,437	13,113	0	1,500	13,738	1,500	102,174	23,550
August	81,432	-	31,840	8,660	5,361	14,665	3,859	1,000	13,192	4,859	121,932	20,026
September	74,935	-	23,405	10,849	4,196	16,617	0	475	13,623	475	109,189	20,813
October	84,266	-	25,618	11,248	4,622	19,975	-	1,000	8,840	1,000	121,132	24,597
November	66,791	-	26,073	6,261	5,382	14,274	0	800	7,157	800	99,125	19,656
December	59,477	-	19,440	9,360	3,381	7,553	0	700	6,312	7,012	88,277	10,934
<b>Total</b>	<b>852,709</b>	<b>684</b>	<b>301,098</b>	<b>112,950</b>	<b>87,935</b>	<b>158,319</b>	<b>16,569</b>	<b>14,231</b>	<b>116,370</b>	<b>37,112</b>	<b>1,267,441</b>	<b>246,254</b>
<b>2018 Total</b>	<b>772,409</b>	<b>61,965</b>	<b>274,991</b>	<b>157,683</b>	<b>124,723</b>	<b>127,352</b>	<b>34,892</b>	<b>20,326</b>	<b>114,227</b>	<b>55,218</b>	<b>1,267,048</b>	<b>252,075</b>
<b>2017 Total</b>	<b>688,568</b>	<b>50,473</b>	<b>284,680</b>	<b>143,480</b>	<b>152,789</b>	<b>147,274</b>	<b>30,900</b>	<b>3,000</b>	<b>157,129</b>	<b>32,900</b>	<b>1,167,201</b>	<b>300,063</b>
<b>2016 Total</b>	<b>517,044</b>	<b>43,841</b>	<b>261,375</b>	<b>137,331</b>	<b>136,668</b>	<b>145,803</b>	<b>30,824</b>	<b>19,441</b>	<b>111,594</b>	<b>50,265</b>	<b>959,591</b>	<b>282,471</b>
<b>2015 Total</b>	<b>377,258</b>	<b>54,350</b>	<b>231,851</b>	<b>98,811</b>	<b>127,631</b>	<b>141,149</b>	<b>40,542</b>	<b>27,419</b>	<b>66,789</b>	<b>67,961</b>	<b>762,270</b>	<b>268,780</b>
<b>2014 Total</b>	<b>277,911</b>	<b>66,991</b>	<b>252,648</b>	<b>62,720</b>	<b>116,731</b>	<b>109,429</b>	<b>12,503</b>	<b>34,430</b>	<b>40,479</b>	<b>46,933</b>	<b>660,270</b>	<b>226,160</b>
<b>2013 Total</b>	<b>205,958</b>	<b>175,075</b>	<b>208,962</b>	<b>49,192</b>	<b>105,677</b>	<b>123,855</b>	<b>N/A</b>	<b>N/A</b>	<b>34,144</b>	<b>N/A</b>	<b>639,187</b>	<b>229,532</b>
<b>2012 Total</b>	<b>193,557</b>	<b>93,259</b>	<b>207,828</b>	<b>56,473</b>	<b>110,422</b>	<b>126,182</b>	<b>N/A</b>	<b>N/A</b>	<b>40,985</b>	<b>N/A</b>	<b>551,117</b>	<b>236,604</b>
<b>2011 Total</b>	<b>208,544</b>	<b>123,036</b>	<b>207,860</b>	<b>53,705</b>	<b>110,295</b>	<b>138,441</b>	<b>N/A</b>	<b>N/A</b>	<b>41,186</b>	<b>N/A</b>	<b>593,145</b>	<b>248,736</b>
<b>2010 Total</b>	<b>225,566</b>	<b>121,590</b>	<b>242,018</b>	<b>54,740</b>	<b>122,021</b>	<b>132,994</b>	<b>N/A</b>	<b>N/A</b>	<b>40,407</b>	<b>N/A</b>	<b>643,914</b>	<b>255,015</b>
<b>2009 Total</b>	<b>246,456</b>	<b>89,752</b>	<b>231,397</b>	<b>42,520</b>	<b>132,689</b>	<b>150,834</b>	<b>N/A</b>	<b>N/A</b>	<b>39,472</b>	<b>N/A</b>	<b>673,570</b>	<b>283,523</b>
<b>2008 Total</b>	<b>323,476</b>	<b>112,879</b>	<b>318,757</b>	<b>N/A</b>	<b>125,783</b>	<b>169,727</b>	<b>N/A</b>	<b>N/A</b>	<b>38,805</b>	<b>N/A</b>	<b>855,938</b>	<b>295,510</b>
<b>2007 Total</b>	<b>233,353</b>	<b>115,249</b>	<b>472,877</b>	<b>N/A</b>	<b>140,037</b>	<b>202,902</b>	<b>N/A</b>	<b>N/A</b>	<b>50,069</b>	<b>N/A</b>	<b>1,005,295</b>	<b>342,939</b>
<b>2006 Total</b>	<b>N/A</b>	<b>106,816</b>	<b>681,555</b>	<b>N/A</b>	<b>127,198</b>	<b>199,556</b>	<b>N/A</b>	<b>N/A</b>	<b>49,258</b>	<b>N/A</b>	<b>998,017</b>	<b>326,754</b>
<b>2005 Total</b>	<b>N/A</b>	<b>98,106</b>	<b>727,965</b>	<b>N/A</b>	<b>160,748</b>	<b>200,112</b>	<b>N/A</b>	<b>N/A</b>	<b>53,913</b>	<b>N/A</b>	<b>1,034,836</b>	<b>360,860</b>
<b>2004 total</b>	<b>N/A</b>	<b>118,264</b>	<b>668,253</b>	<b>N/A</b>	<b>170,279</b>	<b>209,452</b>	<b>N/A</b>	<b>N/A</b>	<b>53,916</b>	<b>N/A</b>	<b>1,064,621</b>	<b>380,181</b>
<b>2003 total</b>	<b>N/A</b>	<b>76,899</b>	<b>687,193</b>	<b>N/A</b>	<b>152,079</b>	<b>192,927</b>	<b>N/A</b>	<b>N/A</b>	<b>47,473</b>	<b>N/A</b>	<b>1,065,190</b>	<b>345,024</b>

JSX Performance Report  
2019

Agenda Item #6.k

**Fuel Flowage:**

Quarter	Dates	Gallons	Dollar Amount
1	Jan - March 19	61,402	\$ 5,526.18
2	Apr - June 19	69,035	\$ 6,213.15
3	July - Sept 19	77,750	\$ 6,997.50
4	Oct - Dec 19	77,997	\$ 7,019.73
	<b>Total 2019</b>	<b>286,184</b>	<b>\$25,756.56</b>

**Concessions:**

Date	Total Enplaned Passengers	Concession Fees
Jan-19	1,751	\$ 8,755.00
Feb-19	1,768	\$ 8,840.00
Mar-19	1,244	\$ 6,220.00
Apr-19	1,193	\$ 5,965.00
May-19	1,933	\$ 9,665.00
Jun-19	1,800	\$ 9,000.00
Jul-19	1,907	\$ 9,535.00
Aug-19	2,057	\$ 10,285.00
Sep-19	1,916	\$ 9,580.00
Oct-19	1,955	\$ 9,775.00
Nov-19	1,847	\$ 9,235.00
Dec-19	1,832	\$ 9,160.00
<b>Total</b>	<b>21,203</b>	<b>\$ 106,015.00</b>

Total Fuel Flowage to Date	\$25,756.56
Total Concession to Date	\$ 106,015.00
Total Receipts to Date	<b>\$131,771.56</b>

Total 2016 Concessions (Total Enplaned Passengers 5,613)	\$ 28,065.00
Total 2016 Fuel Flowage (Total Gallons 125,951)	\$ 11,335.59
Total 2017 Concessions (Total Enplaned Passengers 13,465)	\$ 67,325.00
Total 2017 Fuel Flowage (Total Gallons 318,938)	\$ 28,704.42
Total 2018 Concessions (Total Enplaned Passengers 16,612)	\$ 83,060.00
Total 2018 Fuel Flowage (Total Gallons 339,464)	\$ 30,551.76