

**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord, CA 94520
Thursday, May 14, 2020, 10:00 a.m.**

**REMOTE
MEETING**

SIGN IN WITH THESE ZOOM INSTRUCTIONS:

- No registration is required
- Copy the link and paste into your browser to sign in from your computer or smartphone:
<https://zoom.us/j/93438320337?pwd=Kzc5Qm5jNnRSTDNKYzZhM0xqUE90QT09>
- Follow the prompts to open Zoom and enable computer video and audio.
- Meeting ID: 934 3832 0337
- Password: 233853

To call in from mobile or landline phone (audio only, no video), call the following number and enter the meeting ID and password above: 1 669 900 6833

1. **Roll Call**
2. **Public Comment Period**
3. **Approval of the Aviation Advisory Committee's March 12, 2020 Meeting Minutes**
4. **Consider Consent Items**
 - a. Accept the airport Noise & Statistics Report (February 2020 and March 2020)
 - b. Accept relevant Board Orders (March 2020 and April 2020)
5. **Discussion/Action Items**
 - a. Review and Discuss Airport Business/Development items
 - 4.14-Acre Phase 1 Development, Byron
 - 4-Acre Phase 2 Development, Byron
 - 16-Acre Development, Buchanan
 - 4.6-Acre Development, Buchanan
 - .86-Acre Development, Buchanan
 - Terminal Building/ARFF/Administration Office Update and Q & A List
 - b. Discuss Fire District Station 9
 - c. Discuss Sustainable Farm Project Update
 - d. Discuss Hangar Tenants Adding Significant Others to Agreements
 - e. Review and Discuss Runway 14L/32R Construction Project
 - f. Discuss Impact of COVID-19
 - g. Discuss FAA Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant Funding for C83 and CCR
 - h. Review and Discuss Memorandum of Agreement with University of Alaska Fairbanks
 - i. E-Payment Changes – Termination of System Agreement and Looking for New Program
 - j. AAC Officer Elections for the Chairman, Vice-Chairman, and Secretary

6. Future Agenda Items

7. Adjourn

Next AAC Meeting (tentative): June 11, 2020 at 10:00am

Next Airport Committee Meeting (tentative): August 12, 2020 at 11:00am

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.

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	Y	N									
Cody Moore	Airports Bus. Assoc.	cody@ccrjet.com	Y	Y	ABS	O									
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y	ABS	Y	-									
Ronald Reagan	District 3	ron@rmsea.com	Y	ABS	ABS	M									
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	Y	Y	ABS	E									
Russell Roe	District 5	russroe@pacbell.net	Y	Y	Y	E	---								
Keith McMahon	City of Concord	keithcmcmahon@gmail.com	Y	Y	Y	T									
Roger Bass	District 2	twofivexray@yahoo.com	Y	Y	ABS	I									
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	ABS	Y	N									
Tom Weber	District 4	Tr-weber@sbcglobal.net	ABS	Y	Y	G									
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y	Y	ABS	-									
Donna Dietrich	Airport Neighbor - Pacheco	concordcascade_mgr@equitylifestyle.com	ABS	ABS	Y	-									
Steven Starratt	Airport Neighbor - Byron	starratt@pacbell.net	Y	Y	Y	-									
Was There a Quorum? Y or N			Y	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 McMahon	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
March 12, 2020**

MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 9:57 AM at Buchanan Field Airport

PRESENT: **Donna Dietrich**, Airport Neighbor – Pacheco
Maurice Gunderson, Chair, Member At-Large
Eric Meinbress, Member At-Large
Keith McMahan, City of Concord
Russell Roe, District V
Dale Roberts, District I
Steven Starratt, Airport Neighbor – Byron Airport
Tom Weber, Vice Chair, District IV

ABSENT: **Emily Barnett, Secretary**, Member At-Large
Roger Bass, District II
Derek Mims, City of Pleasant Hill
Cody Moore, Airport Business Association
Ronald Reagan, District III

STAFF PRESENT: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports – Administration
Russel Milburn, Assistant Director of Airports - Operations
Daniel Barrios, Department of Conservation & Development, Planner

COMMENTS

BY CHAIR: None

PUBLIC COMMENT PERIOD:

- Donna Dietrich was welcomed back.
- Keith Freitas announced that the Tenant Networking Event planned for May 7, 2020 was being postponed as a precaution due to the Coronavirus.

**APPROVAL OF
1/9/20 & 2/13/20**

MINUTES: Steven Starratt moved to approve the minutes. Seconded by Keith McMahan. Passed unanimously.

APPROVAL OF CONSENT ITEMS:

- a. Noise Statistics December 2019 and January 2020:** Keith McMahan moved to approve the Noise Statistics Reports. Seconded by Russ Roe. Passed unanimously.

- b. **Board Orders January 2020 and February 2020:** Item pulled by Keith McMahon for discussion.

5. Presentations:

a. **Buchanan Field Runway 14L/32R Reconstruction Project:**

- Airport staff reported that this is the single largest grant received by the County since building the Byron Airport.
- Russell Roe would like the Airport Enterprise Fund cost amount (approx. \$500,000) captured in the presentation.
- The project consists of three parts:
 1. Rehabilitation of pavement
 2. Electrical (all LED lighting on Runway 14L/32R)
 3. Concrete work on ends of each runway (including Runway 1L/19R).
- Project is expected to start April 20, 2020 and is expected to finish September 27, 2020.
- The five phases of the project were discussed.
 1. Phase I consists of the northwest portion of Runway 14L/32R. Main impact will be that all aircraft getting to Runway 19R/19L will be via Taxiway Alpha. Construction updates will be provided to tenants during the project and posted on the Airport website.
 2. Phase II consist of the closure of Runway 14L/32R and Runway 19L; and reopening of Taxiway Echo. Runway 32L will be open during this phase. The FAA Air Traffic Control Tower (ATCT) has not yet determined if pattern work will be allowed on this runway due to safety reasons. The biggest impact of this phase will be to the East Ramp tenants as there will be only one way in and out. The electrical work will also be completed in this phase and Taxiway Charlie will be removed adjacent to the runway, on both sides, for safety purposes.
 3. Phase III will require Runway 14L/32R to remain closed with the greatest impact being that the Airport will be closed at night. The night closure excludes emergency response helicopters which will be allowed to continue night operations. With all work being performed at night, Runway 1L/19R will always be open during daylight hours.
 - a. It was questioned if Runway 32L will be closed during the project. Staff responded “no”.
 4. Phase IV Includes grooving the runway and repainting the pavement markings.
 5. Phase V will be the concrete at the end of the runways. This phase will again be completed at night with an airport closure.
- During the project, pattern work will/should be done at other airports. Airport staff are suggesting pilots/tenants use the Byron Airport.
- It was questioned whether Airport staff was able to do additional improvements due to increased FAA funding. Staff responded “yes”; the electrical and concrete ends were added alternates to the project.
- Removing closed Taxiway Bravo pavement will be part of a later project.

6. DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

The Board order for the Mead and Hunt contract from 4.b was discussed before the Board Order consent item was approved.

- Keith McMahon questioned if any of the Per- and Polyfluoroalkyl Substances (PFAS) testing results were available. Airport staff responded that testing is currently underway and expect to have data back in the next 30 days or so.
- Costs are expected to reach \$400,000 - \$500,000 for the PFAS work plan and testing. All costs will be paid by the Airport Enterprise Fund. Airport staff is researching whether any of the costs could be reimbursed by insurance.
- There are discussions regarding Federal Aviation Administration (FAA) requirements to use foam with PFAS versus State issues/concerns.
- Airport staff's number one concern is for the public.

After the discussion, Keith McMahon made a motion to approve the Board Orders. Russ Roe seconded. Approved unanimously.

b. Review and Discussion of Measure J

Airport staff reported that Measure J did not pass. The official statement is due around March 31st as ballots are still being counted. Measure J included funds for Byron Airport improvements and the surrounding roads.

c. Byron Fixed Base Operator (FBO)

Airport staff reported business at the Byron FBO is steady and picking up. There is currently a full-time mechanic there Monday thru Thursday and a full-time flight instructor there 5 days a week (Monday – Friday). Pilots are calling to request Byron Airport due to where they work and/or live.

d. Byron General Plan Amendment Update

Daniel Barrios, planner at Department of Conservation and Development (DCD), reported: DCD is setting up standards for transportation analysis. Comments will be provided to the contractor on Monday and DCD is trying to give them the most explicit instructions possible. As new vehicle miles traveled (VMT) requirements are coming in, DCD and the contractor are trying to get this done right the first time.

e. Bay Area Aviation Tech Test Sites (BAATTS) update

- On Thursday March 10, 2020, the Board of Supervisors (Board) approved a master agreement with the Pan-Pacific Unmanned Aerial Systems (UAS) Test Site Complex - University of Alaska, Fairbanks and Contra Costa County.
- This will allow the County airports to be included in their UAS testing program (one of the FAA designated test sites).
- This will create a more local, California testing option for California based companies (predominantly located in Silicon Valley and San Francisco).
- The new planned Byron Airport development (see G) will provide onsite facilities for storage, testing, etc.

- Most testing will likely start happening at Byron Airport but Buchanan Field will offer more complex airspace option if/when needed.
 - Airport staff's number one priority is safety of pilots and the surrounding communities.
- It was questioned whether there was a cost for the partnership.
 - Airport staff responded that there is no cost for the partnership
 - County derives revenue from companies that want to conduct testing at the Airport.
- Pilots will be notified of increased drone activity in the area (through the automatic terminal information system (ATIS) or Notice to Airmen or (NOTAMS).
- County would like to meet with AAA GoMentum to undertake joint marketing for broader technology program opportunities.

f. Discuss safety of driving on Airports

On March 25, 2020, Airport staff met with LCA and Buchanan Airport Hangar Owner's Association (BAHOA) to discuss driving safety on the Airports. The discussion included putting up signs around the area to caution about speeding and blind spots on the leased properties. The County agreed to have signs made and LCA and BAHOA would install them. Currently, there are no mirrors at the blind spots. Mirrors are expensive but the tenants can install them if they are desired. The bushes along the two leaseholds have been trimmed to help with visibility. It was agreed that if LCA or BAHOA have a problem, they will contact Airport staff to terminate/suspend access for a subtenant. It was questioned whether piggy-backing through the gate was included in the discussion. Airport staff reported it had been, as stopping for the gate is helping to address the speeding issue. The primary concern for all involved is the safety of Airport users.

g. Airport Business/Development items

1. 4-acre Development at Byron Airport:

Urban Air Mobility lease is tentatively approved by the project sponsor and waiting for signatures so it can be scheduled before the Board for consideration (hoping for the March 31, 2020 agenda). Urban Air Mobility is going through the entitlement process now and are hoping to start construction in the next 30 to 60 days.

2. 3-acre Development at Buchanan Field:

The project is winding through the environmental process.

3. 16-acre Development at Buchanan Field:

The environmental studies are underway and the developer is still working to define the project description which is needed to commence the environmental process fully. They will meet with adjacent communities to discuss the project and related concerns (like putting a traffic light in).

4. 4.6-acre Development at Buchanan Field:

The project is going through the entitlement process with the City of Concord. The developer is still hoping to start construction this year if possible.

5. 9-acre Development at Buchanan Field:

A competitive interest solicitation for aviation development was performed. There was no

competitive interest identified and the Board authorized Airport staff to negotiate development and business terms for the project.

6. 11-acre Development at Buchanan Field:

A competitive solicitation for aviation development was performed. No competitive interest was received. The item is being scheduled for the March 31, 2020, Board agenda to authorize Airport staff to negotiate lease and development terms.

- Note: Reach is currently located in this location and staff has confirmed that they could be re-accommodated in the new development should they not co-locate with the new fire station.

h. Discuss April 9, 2020 AAC Recognition Award Presentation

The official presentation will be made to recipients (Marc Ausman and Maurice Gunderson) at the April meeting.

i. April 9, 2020 AAC Officer Elections for Chairman, Vice-Chairman and Secretary

Elections will be held at the April AAC meetings. The bylaws only allow officers to serve three consecutive years.

j. 2019 Fuel Flowage Report

Jet-A fuel sales have increased over the last 10 years. The current fuel flowage rate for the FBO's is \$0.09 per gallon, which is due for its 5-year review and any increase will be based on a regional survey. Self-fueling/non-FBO have a higher rate per gallon.

k. 2019 JSX Performance Report

- The performance reports show growth over time.
- All airline service is precarious so Airport staff understand service can cease at anytime.
- The County is partnering with JSX to do a joint marketing program.
- Staff continues to seek out additional interest in the event JSX stops operating at Buchanan Field.
- It was questioned whether runway length impacts JSX's ability to expand markets. Airport staff responded that it does.
- It was then questioned whether runway extension was under consideration. Airport staff responded that such change, if any, would be part of a Master Plan process.
 - A Master Plan update is being planned to start in 2021/2022.

FUTURE AGENDA ITEMS/COMMENTS

- Fire District Station 9
- Sustainable Farm Project Update

ADJOURNMENT: The Chair adjourned the meeting at 11:33 am. Moved by Steve Starratt, seconded by Donna Dietrich. Passed unanimously.

FINAL

**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.

FINAL

**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 (12th) 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.

Contra Costa County Airports Monthly Operations Report

February 2020					
	February 2020	February 2019	YTD 2020	YTD 2019	% CHANGE 2019/2020
AIRCRAFT OPERATIONS					
Total Operations*	6,625	5,758	15,071	12,649	19%
Local Operations	2,997	2,899	7,587	6,269	21%
Itinerant Operations	2,845	1,995	5,597	4,439	26%
Total Instrument Ops	636	727	1,603	1,608	0%
FUEL FLOWAGE					
100 Octane	18,306	11,345	32,163	26,208	23%
Jet Fuel	97,599	99,431	196,099	190,448	3%
Total	115,905	110,776	228,262	216,656	5%
BYRON INFORMATION					
Byron Fuel	9,875	6,480	16,808	14,370	17%
Bay Area Skydiving Fuel Purchased (gallons)	600	550	1,300	1,756	-26%
Glider Operations%					
Tow Aircraft		120	178	246	-28%
Glider Aircraft		120	178	246	-28%

*Aircraft Operations does not include 5 days of information due to Federal Aviation Administration Air Traffic Control telecommunications issue.

%Glider Operations were not reported in time to be included in packet

Noise Abatement Statistics

February 2020

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2020	2020	2019	2020	2019	
TOTAL NUMBER OF COMPLAINTS	3	4	7	6	20	-70%
LOCATION OF COMPLAINTS						
Concord	0	0	1	1	9	-89%
Pleasant Hill	2	2	4	2	7	-71%
Pacheco	0	0	0	0	1	-100%
Martinez	0	0	0	0	0	0%
Byron	0	0	0	0	0	0%
Other	1	2	2	3	3	0%
Subtotal	3	4	7	6	20	-70%
Special Events	0	0	0	0	0	0%
Total Number of Complaints	3	4	7	6	20	-70%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		2	4	3	13	
Byron Airport		0	0	0	0	
Law Enforcement/Lifeguard Lights		0	2	0	3	
Non-associated		2	1	3	4	
TIME OF INCIDENT						
Day (0700 - 1700)		4	2	6	12	
Evening (1700 - 2200)		0	3	0	4	
Night (2200 - 0700)		0	1	0	2	
All Times		0	1	0	2	
TYPE OF COMPLAINT						
Noise		0	6	0	13	
Low Flying		1	0	1	2	
Noise and Low Flying		1	1	3	4	
Too Many Aircraft		0	0	0	0	
Other		2	0	2	1	
TYPE OF AIRCRAFT						
Jet		1	3	1	6	
Propeller		1	2	2	7	
Helicopter		0	1	0	3	
All Types		1	0	1	1	
Unknown		1	1	2	3	
TOTAL AIRCRAFT OPERATIONS						
		6,625	5,758	15,071	12,649	19%
COMPLAINTS PER 10,000 OPERATIONS						
		6	12	4	16	-75%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY						
		3	7	2	10	-81%

February

(2)- non-assoc., WC, telecommunications complaint

*Aircraft Operations does not include 5 days of

information due to Federal Aviation Administration Air

Traffic Control Telecommunications error

Contra Costa County Airports Monthly Operations Report

March 2020					
	March 2020	March 2019	YTD 2020	YTD 2019	% CHANGE 2019/2020
AIRCRAFT OPERATIONS					
Total Operations	5,146	7,843	20,217	20,492	-1%
Local Operations	2,427	3,512	10,014	9,781	2%
Itinerant Operations	1,935	3,248	7,532	7,687	-2%
Total Instrument Ops	642	905	2,245	2,513	-11%
FUEL FLOWAGE					
100 Octane	10,987	22,111	43,150	48,319	-11%
Jet Fuel	85,735	96,050	281,834	286,498	-2%
Total	96,722	118,161	324,984	334,817	-3%
BYRON INFORMATION					
Byron Fuel	7,517	9,524	24,325	23,894	2%
Bay Area Skydiving Fuel Purchased (gallons)	0	1,500	1,300	3,256	-60%
Glider Operations [%]					
Tow Aircraft		288	178	534	-67%
Glider Aircraft		288	178	534	-67%

[%]Glider Operations were not reported in time to be included in packet

Noise Abatement Statistics

March 2020

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2020	2020	2019	2020	2019	
TOTAL NUMBER OF COMPLAINTS	4	4	57	10	77	-87%
LOCATION OF COMPLAINTS						
Concord	0	0	3	1	12	-92%
Pleasant Hill	2	2	14	4	21	-81%
Pacheco	0	0	0	0	1	-100%
Martinez	0	0	0	0	0	0%
Byron	0	0	0	0	0	0%
Other	2	2	10	5	13	-62%
Subtotal	4	4	27	10	47	-79%
Special Events	0	0	30	0	30	0%
Total Number of Complaints	4	4	57	10	77	-87%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		2	43	5	56	
Byron Airport		0	0	0	0	
Law Enforcement/Lifeguard Lights		1	3	1	6	
Non-associated		1	11	4	15	
TIME OF INCIDENT						
Day (0700 - 1700)		3	39	9	51	
Evening (1700 - 2200)		1	1	1	5	
Night (2200 - 0700)		0	8	0	10	
All Times		0	9	0	11	
TYPE OF COMPLAINT						
Noise		0	16	0	29	
Low Flying		2	2	3	4	
Noise and Low Flying		1	39	4	43	
Too Many Aircraft		0	0	0	0	
Other		1	0	3	1	
TYPE OF AIRCRAFT						
Jet		1	3	2	9	
Propeller		1	39	3	46	
Helicopter		1	2	1	5	
All Types		0	5	1	6	
Unknown		1	8	3	11	
TOTAL AIRCRAFT OPERATIONS						
		5,146	7,843	20,217	20,492	-1%
COMPLAINTS PER 10,000 OPERATIONS						
		8	73	5	38	-87%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY						
		4	55	2	27	-91%

February

(2)- non-assoc., WC, telecommunications complaint

march

(1) non-assoc. low flying Bethel Island

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

The following certified Board Orders are attached:

- March 10, 2020 **AUTHORIZE** the Director of Airports, or designee, to negotiate a long-term ground lease and development terms between the County, as Landlord, and Mark Scott Construction, Inc., as the developer, for approximately 11 acres of land on the west side of Buchanan Field Airport.
- March 10, 2020 **AUTHORIZE** the Director of Airports to execute a Master Administrative Agreement ("Agreement") between Contra Costa County ("County") and the University of Alaska Fairbanks ("University") to establish a partnership through which Buchanan Field and Byron airports will be included in the Pan-Pacific UAS Test Range Complex.
- March 10, 2020 **RE-APPOINT** the following individual to the At-Large #2 seat on the Aviation Advisory Committee to a term expiring February 28, 2023, as recommended by the Airports Committee:
- Mr. Eric Meinbress
Lafayette, CA 94549
- March 31, 2020 **AUTHORIZE** the Director of Airports, or designee, to negotiate a long-term ground lease and development terms between the County, as Landlord, and Mark Scott Construction, Inc., as the developer, for approximately 4 acres of land on the south side of Byron Airport.
- April 28, 2020 **AUTHORIZE** the Director of Airports, or his designee, to submit Airport Improvement Program grant applications to both the Federal Aviation Administration (FAA) and the California Department of Transportation-Division of Aeronautics (Caltrans) for approximately \$6,500,000 and \$300,000 respectively, to construct a replacement terminal building, aircraft rescue and firefighting facility and administrative offices space at Buchanan Field, Pacheco Area and **AUTHORIZE** the Chair, Board of Supervisors to sign a Statement of Acceptance with the FAA. (District IV). (68% FAA; 3.1% Caltrans, 28.9% Airport Enterprise Fund).
- April 28, 2020 **APPROVE and AUTHORIZE** the Director of Airports to submit applications to the Federal Aviation Administration (FAA) and to the California Division of Aeronautics (Caltrans) for grants for Buchanan Field Airport and Byron Airport to enable the County to participate in economic stimulus funding specifically targeted to airports as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act; **APPROVE and AUTHORIZE** the Chair of the Board of Supervisors or the Director of Airports to accept grant funds from the FAA and Caltrans as part of the CARES Act.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: March 10, 2020

Subject: Authorization to Negotiate Ground Lease and Development Terms for Approximately 11 Acres of County-Owned Land at the Buchanan Field Airport

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 Mark Scott Construction, Inc., as the developer, for approximately 11 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 11-acres of vacant land owned by the County and located on the Northeast side of Buchanan Field Airport. The parcel is designated for aviation use on the Airport Layout Plan for Buchanan Field Airport.

REACH Air Medical Services, LLC is currently located on a portion of the 11-acre site. REACH is collaborating with the Contra Costa County Fire District and intends to move

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

Action of Board On: 03/10/2020 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: March 10, 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:

their operations to the new Station 9 if it is located on Buchanan Field. In the event, however,

BACKGROUND: (CONT'D)

that REACH is unable to move their operations, they will either be re-accommodated in this development or at another location on Buchanan Field.

The Airport Division of the Contra Costa County Public Works Department received a letter of interest from Mark Scott Construction, Inc. to lease and develop 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: March 10, 2020

Subject: Master Administrative Agreement with the University of Alaska Fairbanks

RECOMMENDATION(S):

AUTHORIZE the Director of Airports to execute a Master Administrative Agreement (“Agreement”) between Contra Costa County (“County”) and the University of Alaska Fairbanks (“University”) to establish a partnership through which Buchanan Field and Byron airports will be included in the Pan-Pacific UAS Test Range Complex.

FISCAL IMPACT:

There is no direct impact to the County General Fund. Airport staff time and any County Counsel staff time will be charged to the Airport Enterprise Fund. Successful marketing efforts are expected to have a positive impact on the Airport Enterprise Fund and the County General Fund over the long-term.

BACKGROUND:

Historically, the County’s airports’ clientele have been hangar developers, pilots and providers of aviation-related services. In recent years however, a new market for airport use has emerged. Airports are now sought after for use as test sites for emerging aeronautical and aeronautical related technologies. This demand is being driven by a variety of factors. One is the ever-increasing interest within the aviation community of using UAS (unmanned

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/10/2020** 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: March 10, 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:

aviation system or drones) for public safety and commercial purposes. Another is the interest on the part of the Federal Aviation Administration (“FAA”) in promoting research in technological advancements in the interest of policy formation and improved safety.

To capitalize on this market trend, the Airport Division has been actively marketing the County’s airports as test sites for companies engaged in developing new aviation and aviation related technologies. In doing so, the County could benefit from (i) increased rent revenues, (ii) the ability to be an early-adopter of technologies that improve airport operations and safety, and (iii) establishing a more diverse tenant population, diminishing the impact of economic downturns. Other benefits include the potential for new capital investment and additional jobs in Contra Costa County. It is also anticipated that the County could benefit from the use of new UAS software and hardware applications in the areas of security, airfield inspections, wildlife hazard abatement, and pavement inspections.

The risks identified in testing new technologies at the County’s airports are similar to those that currently exist with the daily aircraft operations conducted at Buchanan Field and Byron airports. The most significant risks associated with aircraft operations are related to the safety of individuals on the ground and noise impacts. Any new technology-related testing operations conducted at these facilities would be mandated to comply with existing

FAA operating rules and regulations. As a result, the safety risks would be the same as those that currently exist. Furthermore, Contra Costa County currently has existing noise abatement restrictions/noise ordinance in place that must be met by any new operator.

On August 14, 2018, the Board of Supervisors adopted Resolution No. 2018/462. The Board resolved the following:

-

BACKGROUND: (CONT'D)

Buchanan Field and Byron airports are essential economic engines that aid the County in meeting the current and future transportation and economic needs of the community.

- The Director of Airports shall continue to actively pursue innovative and sustainable opportunities to enhance airport facilities and partnerships to remain competitive in the regional marketplace.
- The Director of Airports will work closely with the County Administrators Office and the County Economic Development Manager to further the economic development potential of airports, as they are capital assets to the County and an integrated transportation asset to the Bay Area region.

On February 26, 2019, the Board of Supervisors took action to authorize the Director of Airports to promote and market Buchanan Field and Byron airports as testing locations for emerging aeronautical related technologies. Airport staff has convened several working groups with expertise in emerging aeronautical related technologies to assist in the development and implementation of a marketing and attraction strategy. Over the past 24-months of this effort, two companies have relocated their design, assembly and testing operations to Buchanan Field Airport. Additionally, several other companies are currently in discussions with the Airports Division staff to explore relocating their assembly and testing operations to Byron Airport.

The University operates the Alaska Center for Unmanned Aircraft Systems Integration (“ACUASI”), which is also known as the Pan-Pacific UAS Test Range Complex. The ACUASI is one of seven sites in the United States designated by the FAA for testing UAS.

The purpose of the Agreement with the University is to create a partnership that will enable Buchanan and Byron to become members of the ACUASI, making Buchanan Field and Byron airports available for use by third-parties for UAS-related testing, research and educational purposes in coordination with the University. It is expected that the University and the County will use various electronic and printed media to promote this partnership.

When the University or the County are approached by a third-party interested in conducting testing at Buchanan Field or Byron airports they would first coordinate with the County to ensure they meet specific operational requirements. Once those requirements have been met, the third-party will be directed to the University to coordinate securing all necessary FAA airspace/flight operation authorizations.

For the above reasons, and as supported by the Aviation Advisory Committee and the Airports Committee, it is recommended that the County authorize the Director of Airports enter into a partnership with the University of Alaska Fairbanks

CONSEQUENCE OF NEGATIVE ACTION:

Failure to enter into the Agreement with the University will diminish the County's ability to complete in this emerging market.

ATTACHMENTS

ACIASI UAS Master Agreement

PPUTRC MOA Template

Temp Use Permit



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: March 10, 2020

Subject: RE-APPOINT Eric Meinbress to the Aviation Advisory Committee At-Large Seat

RECOMMENDATION(S):

RE-APPOINT the following individual to the At-Large #2 seat on the Aviation Advisory Committee to a term expiring February 28, 2023, as recommended by the Airports Committee:

Mr. Eric Meinbress
Lafayette, CA 94549

FISCAL IMPACT:

None.

BACKGROUND:

The Aviation Advisory Committee (AAC) was established by the Board of Supervisors (Board) to provide advice and recommendations to the Board on the aviation issues related to the economic viability and security of airports in Contra Costa County (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

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/10/2020** 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: March 10, 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:

general.

The AAC

BACKGROUND: (CONT'D)

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.

The Internal Operations (IO) subcommittee generally interviews and makes an appointment recommendation to the Board for the AAC At-Large positions. At the IO's July 10, 2017 meeting they recommended that the AAC At-Large position interview and selection process be referred to the Airport Committee as they have direct oversight and involvement in Airport related matters. On August 1, 2017, the Board approved referring the AAC At-Large position recruitment and selection process to the Airport Committee. On February 12, the Airport Committee made a recommendation to re-appoint Eric Meinbress to the At-Large #2 seat on the AAC.

The AAC comprises 13 members who must work and/or reside in Contra Costa County: 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; one member to represent the community of Pacheco; and one member to represent the surrounding communities of Byron Airport (Brentwood, Byron, Knightsen, or Discovery Bay) to be nominated by the Airports Committee.

CONSEQUENCE OF NEGATIVE ACTION:

The At-Large #2 seat on the Aviation Advisory Committee will be vacant.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: March 31, 2020

Subject: Authorization to Negotiate Ground Lease and Development Terms for Approximately 4 Acres of County-Owned Land at the Byron Airport, Byron Area

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 Mark Scott Construction, Inc., as the developer, for approximately 4 acres of land on the south side of Byron 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 4-acres of vacant land owned by the County and located on the south side of Byron Airport, east of Eagle Court. The parcel is designated for aviation use on the Airport Layout Plan for Byron Airport.

The Airport Division of the Contra Costa County Public Works Department

- | | |
|--|--|
| <input checked="" type="checkbox"/> APPROVE | <input type="checkbox"/> OTHER |
| <input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR | <input type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE |
-

Action of Board On: 03/31/2020 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: March 31, 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)

received a letter of interest from Mark Scott Construction, Inc. to lease and develop 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 Byron 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 Byron 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 Byron 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: April 28, 2020

Subject: Acceptance of Federal Aviation Administration Grant Funding to Construct a Terminal Building at Buchanan Field

RECOMMENDATION(S):

AUTHORIZE the Director of Airports, or his designee, to submit Airport Improvement Program (AIP) grant applications to both the Federal Aviation Administration (FAA) and the California Department of Transportation-Division of Aeronautics (Caltrans) for approximately \$6,500,000 and \$300,000, respectively, to construct a replacement terminal building, aircraft rescue and firefighting (ARFF) facility, and administrative offices space at Buchanan Field, Pacheco area (District IV).

APPROVE and AUTHORIZE the Chair of the Board of Supervisors to sign a Statement of Acceptance with the Federal Aviation Administration for grant funds to construct a replacement terminal building, ARFF facility, and administrative offices at Buchanan Field in the approximate amount of \$6,500,000. It is expected that there will be multiple grants due to the scope of the project.

APPROVE and AUTHORIZE the Director of Airports, or designee, to sign an acceptance of funds under the California Aid to Airports Program Grant Agreement-Federal AIP Matching Funds grant program to construct a replacement terminal building at Buchanan Field in the approximate amount of \$300,000. It is expected that there will be multiple

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/28/2020** 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: April 28, 2020

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

By: June McHuen, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

grants due to the scope of the project.

FISCAL IMPACT:

There is no negative impact on the General Fund. The total project amount will be approximately \$9,500,000. Approximately 68%, or \$6,500,000, will be from the FAA, approximately 3.15%, or \$300,000, will be from Caltrans, and approximately 28.85%, or \$2,700,000, will be from the Airport Enterprise Fund using a combination of capital reserves and or debt service financing.

BACKGROUND:

The Buchanan Field Airport Master Plan adopted by the Board of Supervisors on October 28, 2008, identifies a new general aviation terminal (Terminal) on the capital improvement list. The Terminal will replace the existing terminal building at the north end of John Glenn Drive. The Terminal would include space for the Airports Division Administrative staff, Airport Rescue and Fire Fighting (ARFF) staff and equipment, public space to support scheduled/unscheduled air service providers, office space for aviation businesses, and general public meeting space. The Airports Division currently rents office space from one of the airport businesses and moving those functions into the Terminal will accommodate the additional office space needed, while resulting in a long-term savings to the Airport Enterprise Fund.

This FAA grant funding request is consistent with the Buchanan Field Airport Master Plan adopted by the Board of Supervisors on October 28, 2008, plus governing FAA grant assurances and policies. The environmental review has been completed and the building design is underway. On February 27, 2018 the Board authorized Airport staff to submit FAA and Caltrans grants for the design of the ARFF portion of the project; this was the only FAA grant funded eligible component at the time. The FAA and Caltrans subsequently issued grants totaling approximately \$283,000. The total project design cost is approximately \$1,055,000. The FAA and Caltrans are now willing to consider providing additional funding for portions of the terminal building design, estimated to be approximately \$500,000.

The FAA is expected to fund a significant portion of the project construction costs associated with the ARFF function and public areas of the terminal building, since Buchanan Field Airport has an active Part 139 certificate. The estimated total project construction cost is \$9,500,000, of which approximately 43%, or \$4,100,000, is related to the ARFF function and 25% or \$2,400,000 is associated with the terminal building. Grant applications will be submitted to the FAA and Caltrans, \$6,500,000 and \$300,000 respectively, for funding the ARFF and terminal building eligible components. The Airport Enterprise Fund will pay the grant match and all non-grant eligible costs, estimated at \$2,700,000, including the construction of the Airport's administrative office space.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not receive the FAA and Caltrans Grant funding necessary to construct the terminal building, ARFF facility, and administrative offices, which will result in the project not being completed. The Airports Division will also continue to rent office/ARFF space for approximately \$6,500 per month, which also doesn't meet the short-term or long-term space needs.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: April 28, 2020

Subject: Grant Funds Available for Buchanan Field and Byron Airports from FAA through the Coronavirus Aid, Relief, and Economic Security (CARES) Act

RECOMMENDATION(S):

AUTHORIZE the Director of Airports to submit applications to the Federal Aviation Administration (FAA) for grants for capital improvement projects and/or operating expenses for Byron Airport and/or Buchanan Field Airport to enable the County to participate in economic stimulus funding specifically being made available to airports as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/28/2020** 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: April 28, 2020

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

By: June McHuen, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

RECOMMENDATION(S): (CONT'D)

AUTHORIZE the Director of Airports to submit matching fund grant applications to the California Division of Aeronautics (Caltrans) for grants for capital improvement projects and/or operating expenses for Byron and/or Buchanan Field Airport simultaneous with the submission of grant applications to the FAA for grant funds available through of the CARES Act.

APPROVE and AUTHORIZE the Chair of the Board of Supervisors or the Director of Airports to sign one or more Statement of Acceptance, or similar document, to accept grant funds from the FAA as part of the CARES Act.

APPROVE and AUTHORIZE the Chair of the Board of Supervisors or the Director of Airports to sign one or more Acceptance of Funds, or similar document, to accept airport-related grant funds received from Caltrans.

FISCAL IMPACT:

There is no negative impact on the General Fund. Grant funds would be deposited in the Airport Enterprise Fund and used to fund operations and/or capital projects at Buchanan Field Airport and Byron Airport. The grants would not need to be repaid and would be subject to standard FAA grant assurances. Any shortfall between an FAA grant and the cost of a project would be borne by a combination of grant funding from Caltrans and the Airport Enterprise Fund.

BACKGROUND:

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was passed by Congress and signed into law on March 27, 2020. As part of the CARES Act, \$10 billion in economic stimulus has been made available to the Federal Aviation Administration (FAA) to support airports in the United States. The FAA is currently in the process of formulating the specific protocols that will be followed for how these funds will be distributed to airports.

Typically, the FAA issues about \$3 billion in grants annually. The application and approval process for grant funds usually takes six to seven months to complete. Preliminary discussions with the regional FAA office suggest that the FAA is planning to issue the \$10 billion in CARES Act relief funds very quickly - within the next 30 days. The purpose of this board order is to ensure that Contra Costa County has the ability to quickly apply for and accept CARES Act funds for both County airports.

Revenue at the County's airports is generated by ground leases, hangar rentals and usage fees. These revenues pay for the airports' operating expenses, including airport management, operations, and facility maintenance. Many of the airports' tenants are small businesses that have been negatively impacted by the economic fallout of the Coronavirus. As a result, staff anticipates County airports' revenues and cash flow will suffer until there is an economic recovery.

The grant funds being made available to airports under the CARES Act is money that the Airports Division can use to fund operations, including paying salaries. The grant funds can also be used to pay for capital improvement projects at the airports. Such projects will not only enable the County's airports to remain modern, safe, and competitive with other local airports, they will provide much-needed jobs to the local community.

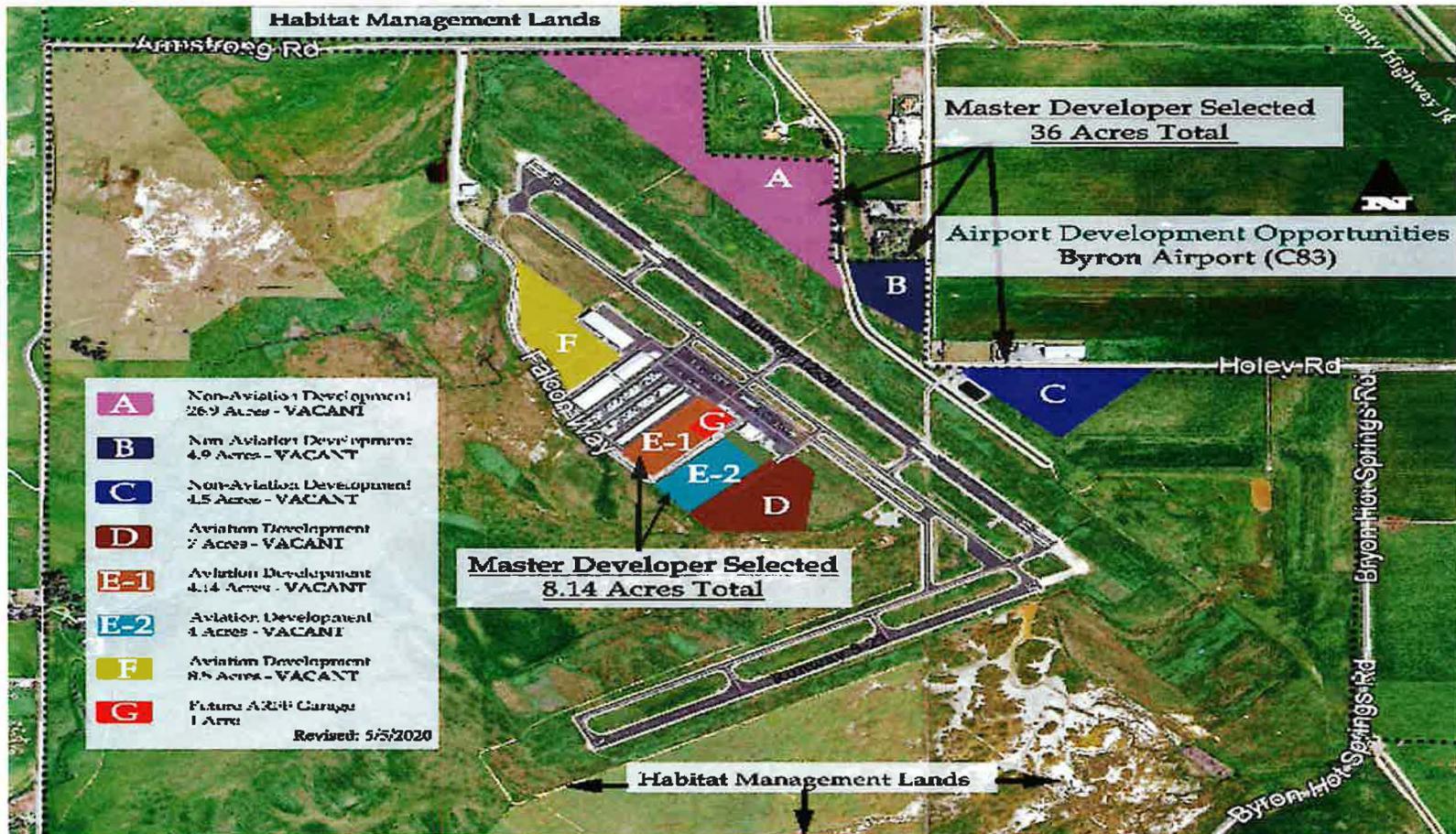
The FAA has already indicated it will make at least \$69,000 and \$1,053,000 in CARES Act grant funding available to Byron Airport and Buchanan Field Airport, respectively. It is anticipated that additional grant funding will be made available from both the FAA and Caltrans-Division of Aeronautics through a streamlined application process.

Byron Airport and Buchanan Field Airport continue to be significant economic engines and to provide jobs growth opportunities for Contra Costa County. The grant funds available through the CARES Act will strengthen the ability of the County's airports to continue these trends during the next 12 to 24 months, at a time the County most needs it.

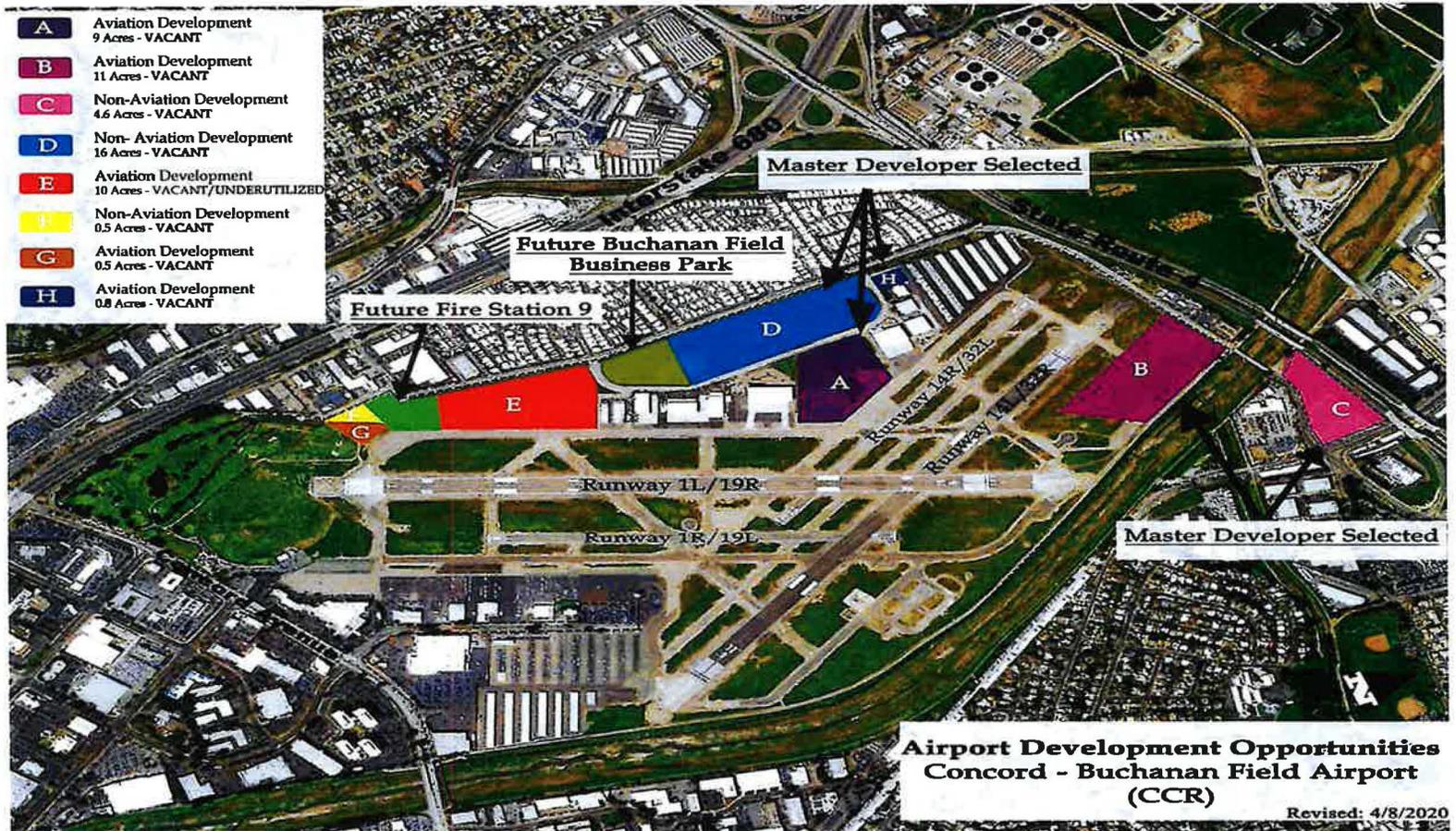
CONSEQUENCE OF NEGATIVE ACTION:

The County may not receive the FAA and Caltrans grant funding made available to Byron Airport and Buchanan Field by the CARES Act. This would result in lost economic and jobs opportunity for Byron Airport, Buchanan Field and Contra Costa County.

Item 5.a. Byron Airport Development Map



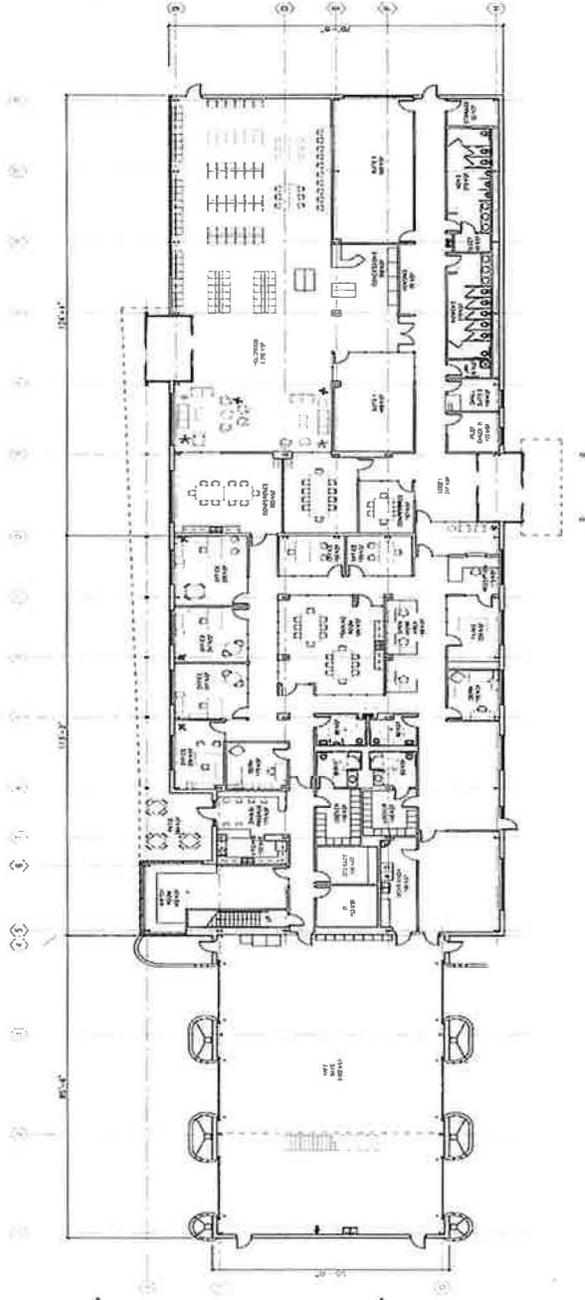
Item 5.a Buchanan Field Development Map



Item 5.a. New Buchanan Field Terminal Building



New Buchanan Field Terminal Building



CONTRA COSTA COUNTY
BUCHANAN FIELD AIRPORT
CONCORD, CA 94520

DATE: 10/10/01
SCALE: 1/8" = 1'-0"
SHEET: 1 OF 1
PROJECT: BUCHANAN FIELD AIRPORT
DRAWING: FIRST FLOOR PLAN

Buchanan Field Terminal Building: Frequently Asked Questions

- Why doesn't the Airport build a second story?

The minimum cost to add a second floor is \$1 million in order to meet the ADA requirements which vastly exceeds the budget established for the project.

- Why doesn't the Airport build enough space for a restaurant?

The public/commercial space will be available to an airline, aviation business, aviation serving business, restaurant, and the like. The building will not be pre-designed to accommodate a restaurant as each tenant would be responsible to build out the space to meet their needs. It is important to note that the build out cost for restaurants are generally high to meet the requirements for a commercial kitchen plus there tends to be a high failure rate for restaurants (new and existing). Any airport restaurant would need broad community patronage (i.e., be able to successfully compete with numerous surrounding restaurants) to survive as the pilot/aviation community is not large enough to support it on their own.

- Will the Airport be building enough space for expansion?

The available public/commercial space is more than twice what is currently needed to meet the existing demand. The building is also flexibly designed so that meeting spaces can convert to public/commercial space if additional space is needed. If more space is needed over time, the ARFF bay could be moved to another location and additional buildings can be erected adjacent to the terminal. In addition, or alternatively, the Airports administration office could be relocated and that space could then be available for reuse.

- The Airport should provide a side access point to the restrooms so people don't walk through the building?

The site plan was changed to include a northern entry near the public restrooms to make it easily accessible for people using the Public Viewing Plaza.

- The Airport should provide space near the airfield ramp for sitting?

The site plan was also changed to include a public patio and airfield viewing space on the airfield (west) side of the building.

Buchanan Field Terminal Building: Frequently Asked Questions Continued

- Is the Airport going to allow GA parking on the ramp for passenger drop off?

General aviation aircraft will need to park at a FBO or at the transient ramp if we continue to have scheduled charter service or attract new commercial service.

- Will the airport have a large conference space?

The building will have a large publicly accessible conference room (which can be divided into two smaller ones) plus another smaller publicly accessible conference room.

- Why doesn't the Airport just continue to rent office space and allow the FBO's to handle commercial service?

With rare exception, general aviation terminals are owned and operated by the airport operator/municipality. The Airports Division has outgrown its' current space and, as a result, has had to move equipment, files, and the like to more remote locations on the airport. It is more fiscally sound to invest the money used to rent into a new, larger and more suitable County/Airport owned space which will also offer staff visibility of the Buchanan Field airfield. The project is also eligible for federal and state grants (see below) which makes ownership more affordable and prudent.

Buchanan Field Terminal Building: Frequently Asked Questions Continued

- How long has the County/Airport been working on this terminal project?

The need for a new and expanded general aviation terminal building was identified in the 2008 Buchanan Field Master Plan. County/Airport began working on the general aviation terminal in 2014 when it commissioned a terminal study. The terminal building was considered a high priority in the subsequent (2015 to 2018) Economic Development Incentive Program (EDIP) process by tenants/stakeholders. In 2018 we received the Board of Supervisors approval to submit and accept a FAA and Caltrans grant to perform the design of the ARFF component. The Board of Supervisors approved a contact with The KPA Group in early 2019 to design the entire facility. The design work will be completed late this year (2020). The County/Airport intends to submit FAA and Caltrans grants for the facility construction.

- What is the size of the terminal building and what is the expected construction cost?

The total size is around 20,000 square feet for the ARFF, administrative office space and general aviation terminal. The total estimated construction cost is about \$9 million.

- What is the timing for construction on the project?

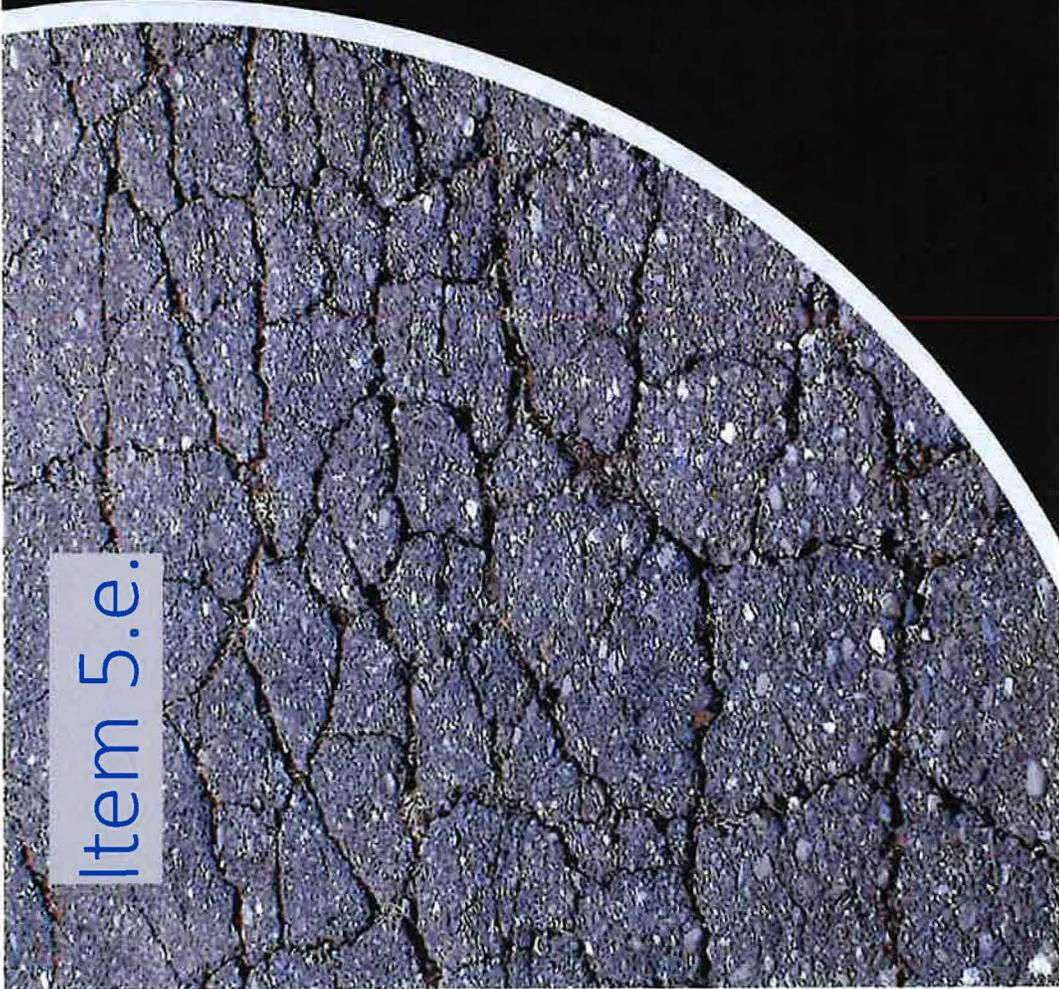
Construction is anticipated to begin in 2021 pending receipt of FAA and Caltrans grant funding.

- Why is the outside of the building so “ugly”?

The County/Airport expects to use pre-engineered metal buildings for cost efficiency. The building is proposed to have an industrial ‘feel’ to best blend with the industrial activity and buildings around the airfield. The buildings can be enhanced, if so desired, initially or over time depending upon funding availability.

Item 5.e.

14L/32R
RUNWAY
REHABILITATION
2020



- * Airfield closed during night construction: 2200 – 0700 PST
- * Current details always on ATIS

