Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord, CA 94520
Thursday, June 11, 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/96157391427
- Follow the prompts to open Zoom and enable computer video and audio.
- Meeting ID: **961 5739 1427**

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

1. **Roll Call**

2. **Public Comment Period**

3. **Approval of the Aviation Advisory Committee's May 14, 2020 Meeting Minutes**

4. **Consider Consent Items**
   - **a.** Accept the airport Noise & Statistics Report (April 2020)
   - **b.** Accept relevant Board Orders (None for May 2020)

5. **Discussion/Action Items**
   - **a.** Review and Discuss Byron General Plan Amendment Update
   - **b.** Review and Discuss Airport Business/Development items
     - 4.14-Acre Phase 1 Development, Byron
     - 4.6-Acre Development, Buchanan
     - .86-Acre Development, Buchanan
     - Terminal Building/ARFF/Administration Office
   - **c.** Discuss FAA Coronavirus Aid, Relief, and Economic Security (CARES) Act - $1,122,000
   - **d.** Airport Enterprise Fund Status Update COVID-19 (75% Budget)
   - **e.** Review and Discuss Sustainable Farm Project
   - **f.** Review and Discuss Fire Station 9 Development Project
   - **g.** Review and Discuss Runway 14L/32R Construction Project
   - **h.** Discuss FAA Grant Funding for Buchanan Field Security Upgrades - $3,145,000
   - **i.** Bay Area Test Site Update
   - **j.** Review and Discuss Property Inspection Schedule Change

6. **Future Agenda Items**

7. **Adjourn**

Next AAC Meeting (tentative): Thursday, July 9, 2020 at 10:00am
Next Airport Committee Meeting (tentative): Wednesday, August 12, 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	Y	N	Y								
Cody Moore	Airports Bus. Assoc.	cody@ccrjet.com	Y	Y	ABS	O	Y								
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y	ABS	Y	-	Y								
Ronald Reagan	District 3	ron@rmsea.com	Y	ABS	ABS	M	Y								
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	Y	Y	ABS	E	Y								
Russell Roe	District 5	russroe@pacbell.net	Y	Y	Y	E	---	---							
Keith McMahon	City of Concord	keithcmcmahon@gmail.com	Y	Y	Y	T	Y								
Roger Bass	District 2	twofivexray@yahoo.com	Y	Y	ABS	I	Y								
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	ABS	Y	N	Y								
Tom Weber	District 4	Tr-weber@sbcglobal.net	ABS	Y	Y	G	Y								
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y	Y	ABS	-	Y								
Donna Dietrich	Airport Neighbor - Pacheco	concordcascade_mgr@equitylifestyle.com	ABS	ABS	Y	-	ABS								
Steven Starratt	Airport Neighbor - Byron	starratt@pacbell.net	Y	Y	Y	-	Y								
Was There a Quorum? Y or N			Y	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	2/28/23	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	2/28/23	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	2/28/23	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
May 14, 2020

MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:00 AM Remotely on Zoom meeting technology.

PRESENT:
Emily Barnett, Secretary, Member At-Large
Roger Bass, District II
Maurice Gunderson, Chair, Member At-Large
Keith McMahon, City of Concord
Eric Meinbress, Member At-Large
Derek Mims, City of Pleasant Hill
Cody Moore, Airport Business Association
Ronald Reagan, District III
Dale Roberts, District I
Steven Starratt, Airport Neighbor – Byron Airport
Tom Weber, Vice Chair, District IV

ABSENT: **Donna Dietrich,** Airport Neighbor – Pacheco

STAFF PRESENT:
Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports – Administration
Russel Milburn, Assistant Director of Airports – Operations
Judith Evans, Administrative Analyst

COMMENTS BY CHAIR: Chair, Maurice Gunderson thanked everyone for joining the meeting and pointed out that this is the first virtual meeting for this committee.

PUBLIC COMMENT PERIOD:

Dale Roberts reported that Northern California Soaring Association member, John Scott, was killed piloting a tow plane. Steven Starratt added that he was impressed with the way Airport Operations handled the situation and response.

APPROVAL OF 3/12/20 MINUTES: **Moved by Emily Barnett; seconded by Roger Bass; Yes: Maurice Gunderson, Keith McMahon, Eric Meinbress, Derek Mims, Cody Moore, Ronald Reagan, Dale Roberts, Steven Starratt, Tom Weber. No: None. Abstained: None. Absent: Donna Dietrich.**

APPROVAL OF CONSENT ITEMS: **Moved by Roger Bass; seconded by Tom Weber; Yes: Emily Barnett, Maurice Gunderson, Keith McMahon, Eric Meinbress,**

Derek Mims, Cody Moore, Ronald Reagan, Dale Roberts, Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich.

6. DISCUSSION/ACTION ITEMS:

a. Review and Discuss Airport Business/Development Items

- **4.14-Acre Phase I Development, Byron:**
  Beth Lee reviewed the Byron Airport Development Map and discussed that the area noted at E-1 is a 4.14-acre non-aviation development that is going through the entitlement process with the lease in final development. She also mentioned areas A, B and C is where the 36-acre non-aviation development is proposed which is currently on hold pending the outcome of the Byron General Plan Amendment process.

- **4-Acre Phase 2 Development, Byron:**
  The 4-acre aviation development project (E-2 on Byron Airport Development Map) is Phase 2 of the aviation development previously discussed. Both the 4.14-acre and 4-acre developments will support the aviation technology program that has been developed at the Airports.

  Maurice Gunderson asked, and Beth Lee clarified, that the Byron General Plan Amendment impacts the non-aviation development at Byron Airport, but not the aviation development.

- **16-Acre Development, Buchanan:**
  There is a lot of development activity despite the current pandemic. Areas D and A (16-acre and 9-acre) on the Buchanan Field Development Map are under the same development partnership and are proceeding. The 16-acres is proceeding first (non-aviation development) and the 9-acre aviation development is to follow.

- **4.6-Acre Development, Buchanan:**
  The 4.6-acre development, also known as Parcel C, is going through the entitlement process with the City of Concord and should be completed by summer or fall. Construction is projected to commence later this year or early 2021.

- **0.86-Acre Development, Buchanan:**
  The .86-acre development project, labeled as "H" on the Buchanan Field Development Map, is under development with the adjacent user (1500 Sally Ride Drive) to put up a secondary aviation project.

- **Terminal Building/ARFF/Administration Office Update and Q & A List:**
  The new terminal building is currently in the design stage and will have three components: Aircraft Rescue and Fire Fighting (ARFF), Administration Office and a General Aviation Terminal that will be available to the public at large. With the new funding becoming available due to the COVID-19 CARES Act, there may be an opportunity for additional funds to expand on the footprint of the building. Staff developed a document that includes the questions asked over the last several years regarding the terminal building project and the answers. This document will be posted

to the Airport website.

b. Discuss Fire District Station 9

Airport staff is working with the Contra Costa County Fire Protection District on the future development of Fire Station 9 which now includes an air ambulance partnership with REACH. Staff is working with the FAA to get a determination that the use is considered aviation due to the air ambulance component which is necessary in order to consider other siting locations.

c. Discuss Sustainable Farm Project Update

Director of Airports, Keith Freitas, spoke with the Contra Costa Sanitary District for an update. The individual that is farming on about one (1) acre of the site is in the process of trying to put together a structure. The end date of the lease is approaching, so the District Board will need to decide whether or not to extend the lease. There have been no impacts to the Airport related to wildlife to date.

d. Discuss Hangar Tenants Adding Significant Others to Agreements

Currently, hangar agreements allow the tenant named in the agreement access rights to the airfield. If/when the tenant passes away and there is no co-renter named on the agreement, it creates a hardship for surviving family members. Airport staff is in the process of revising the hangar agreements and will recommend to tenants to add co-renters at that time to facilitate succession planning. All renters named on the hangar rental agreement must also be named on the FAA aircraft registration as well as the certificate of insurance. A meeting participant asked if a hangar rental agreement could be put in the name of a trust in order resolve the successor issues. Beth Lee affirmed that as long as the FAA aircraft registration and insurance certificate matches the name of the trust, that would be a viable option.

e. Review and Discuss Runway 14L/32R Construction Project

Russell Milburn reported that the 14L/32R construction project started out of order with Phase 5 due to material shortages caused by the COVID-19 pandemic. Phase 1 is scheduled to begin on May 18th, during which time Taxiway E, H and M will be closed, and is projected to last 26 days. Tenants on the west side of the airport will have to be routed by the Air Traffic Control Tower (ATCT) to the 19R approach via Taxiway A. Due to ATCT's service reduction, affected tenants will be required to use the Common Traffic Advisory Frequency (CTAF) when the ATCT is not staffed. Airport Operations staff will be monitoring to ensure safety. Phase 2 will begin after completion of Phase 1 at which point 14L/32R will be closed. Pattern work will likely not be permitted on 14R/32L due to the possibility of jet activity on 01L/19R.

f. Discuss Impact of COVID-19

As with all airports, there has been a large reduction in activity. As more changes with the shelter-in-place order take effect, activity should increase. Dale Roberts referred to the County ordinance regarding the moratorium on rent and asked if this extends to Airport tenants. Beth Lee clarified that the ordinance provides for rent deferral, not forgiveness, and requires tenants

to provide documentation to substantiate COVID impacts. Unless the timeline is extended by the Board (due to ed June 1, 2020), Airport tenants will have 120 days after the end of the shelter-in-place to pay all rent owed. No late fees or interest will be assessed during this period.

g. Discuss FAA Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant Funding for C83 and CCR

The County Airports received a combined total of $1.1 million in CARES Act funding. Byron Airport received $69,000, which is what Buchanan Field Airport would have been entitled to had it not been for JSX operating here and their number of enplanements. The CARES Act funding grant is for the operation of the Airports and not for individual tenants nor to provide rent relief. The use of the grant funds is very specific to be used for critical operation of the Airports. It is a federal requirement and there is no exception. Eric Meinbress asked about the security fencing that would be funded by the CARES Act grant funding. Beth Lee clarified that there are two different forms of funding. One is the CARES Act for critical infrastructure. There is additional funding for supplemental AIP eligible projects which includes the security fencing. However, the security project cannot be discussed at this meeting because it is not on the agenda but will be added to next month's meeting agenda. Keith Freitas added that there are multiple funding opportunities including Airport Improvement Program (AIP) grant funding for the current runway improvement project. Airport staff previously submitted for supplemental grant funding for the security project which is why it was funded the new supplemental funding. Including the CARES Act grant funding, the security project is likely to be 100% funded by the FAA.

h. Review and Discuss Memorandum of Agreement with University of Alaska Fairbanks

Airports staff has been working to position Buchanan Field and Byron Airports to attract Bay Area Unmanned Aerial System (UAS) drone and other emerging aviation innovation and technology businesses. The County Airports has chosen to work with the University of Alaska Fairbanks and the Pan-Pacific UAS Test Range Complex. This partnership was approved by the Board of Supervisors in April. Three entities have already expressed interest in testing at the County Airports. They will need to enter into a Use Permit with the County to do testing at the Airports. If necessary, businesses would work with the University of Alaska concurrently to get through the FAA's airspace use process, typically a Certificate of Authorization (COA). If an entity were to pursue this on their own, the typical timeframe to complete the FAA's process is approximately one (1) year or more. The University of Alaska and the test sites have standing COA's so if the entities meet certain parameters, they could get through the FAA's process within 30-60 days and up to 90 days for something more complex. Maurice Gunderson commented that this is a building block towards sustainable business activities at both Airports. Two of the development projects at Byron Airport (4.14-acre and 4-acre) are a result of this effort.

i. E-Payment Changes – Termination of System Agreement and Looking for New Program

The Airports have been part of the Treasurer-Tax Collector's system, Kubra. The Treasurer-Tax Collector's office has decided to go with another vendor, but the cost of that particular vendor is cost prohibitive for the Airports, therefore, as of the end of May, Airports will no

longer be accepting payments through the E-pay system. Airports staff is currently researching electronic payment options and will notify tenants as soon as a new system is available. The Airports currently accept automatic payments through banks, but some tenants would like the flexibility to pay by credit cards. Staff is attempting to find a system that will allow a variety of avenues for payment to fit tenant needs. The County has constraints that prevent payment methods that are standard in private enterprise.

j. <u>AAC Officer Elections for Chairperson, Vice-Chairperson, and Secretary</u>

Roger Bass made a motion to nominate Maurice Gunderson for Chairperson, Emily Barnett for Vice-Chairperson, and Tom Weber for Secretary for the AAC. No further nominations were made.

A motion was made to elect Maurice Gunderson as Chairperson.

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

A motion was made to elect Emily Barnett as Vice-Chairperson.

Move by Roger Bass; seconded by Tom Weber. Approved Yes: Emily Barnett, Maurice Gunderson, Keith McMahon, Tom Weber, Derek Mims, Cody Moore, Ronald Reagan, Dale Roberts, Steven Starratt. No: None. Abstained: None. Absent: Donna Dietrich.

A motion was made to elect Tom Weber as Secretary.

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

FUTURE AGENDA ITEMS/COMMENTS

- FAA CARES Act – Security Fencing
- Sustainable Farm Project Update
- Byron Accident Update
- Fire Station 9

ADJOURNMENT: The Chair requested a motion to adjourn the meeting in memory of John Scott. Moved by Dale Roberts, seconded by Roger Bass. Passed unanimously. The meeting was adjourned at 10:55 a.m.

FINAL

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 McMahon, 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 McMahon. Passed unanimously.

APPROVAL OF CONSENT ITEMS:

a. **Noise Statistics December 2019 and January 2020:** Keith McMahon 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 contactor 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. <u>Discuss safety of driving on Airports</u>

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. <u>Airport Business/Development items</u>

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. <u>Discuss April 9, 2020 AAC Recognition Award Presentation</u>
The official presentation will be made to recipients (Marc Ausman and Maurice Gunderson) at the April meeting.

i. <u>April 9, 2020 AAC Officer Elections for Chairman, Vice-Chairman and Secretary</u>
Elections will be held at the April AAC meetings. The bylaws only allow officers to serve three consecutive years.

j. <u>2019 Fuel Flowage Report</u>
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. <u>2019 JSX Performance Report</u>
- 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.

Noise Abatement Statistics

April 2020

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2020	2020	2019	2020	2019	
TOTAL NUMBER OF COMPLAINTS	7	7	8	17	85	-80%
LOCATION OF COMPLAINTS						
Concord	0	0	2	1	14	-93%
Pleasant Hill	4	4	5	8	26	-69%
Pacheco	0	0	0	0	1	-100%
Martinez	0	0	0	0	0	0%
Byron	0	0	0	0	0	0%
Other	3	3	1	8	14	-43%
Subtotal	7	7	8	17	55	-69%
Special Events	0	0	0	0	30	0%
Total Number of Complaints	7	7	8	17	85	-80%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		1	6	6	62	
Byron Airport		0	0	0	0	
Law Enforcement/Lifeguard Lights		2	1	3	7	
Non-associated		4	1	8	16	
TIME OF INCIDENT						
Day (0700 - 1700)		5	5	14	56	
Evening (1700 - 2200)		1	1	2	6	
Night (2200 - 0700)		1	1	1	11	
All Times		0	1	0	12	
TYPE OF COMPLAINT						
Noise		4	4	4	33	
Low Flying		1	0	4	4	
Noise and Low Flying		1	3	5	46	
Too Many Aircraft		0	0	0	0	
Other		1	1	4	2	
TYPE OF AIRCRAFT						
Jet		0	0	2	9	
Propeller		2	4	5	50	
Helicopter		2	1	3	6	
All Types		0	0	1	6	
Unknown		3	3	6	14	
TOTAL AIRCRAFT OPERATIONS		2,751	9,462	22,968	29,954	-23%
COMPLAINTS PER 10,000 OPERATIONS		25	8	7	28	-74%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY		4	6	3	21	-87%

February
(2)- non-assoc., WC, telecommunications complaint
(1) - non-assoc, Antioch

March
(1)non-assoc. low flying Bethel Island

April
(2) non-assoc. Military Jet PH
(1)- other, WC, telecommunications complaint

Contra Costa County Airports
Monthly Operations Report

April 2020

	April 2020	April 2019	YTD 2020	YTD 2019	% CHANGE 2019/2020
AIRCRAFT OPERATIONS					
Total Operations	2,751	9,462	22,968	29,954	-23%
Local Operations	798	4,807	10,812	14,588	-26%
Itinerant Operations	1,529	3,573	9,061	11,260	-20%
Total Instrument Ops	286	889	2,531	3,402	-26%
FUEL FLOWAGE					
100 Octane	6,644	26,066	49,794	74,385	-33%
Jet Fuel	34,889	95,736	316,723	382,234	-17%
Total	41,533	121,802	366,517	456,619	-20%
BYRON INFORMATION					
Byron Fuel	9,661	7,395	33,986	31,289	9%
Bay Area Skydiving Fuel Purchased (gallons)	0	1,700	1,300	4,956	-74%
Glider Operations%					
Tow Aircraft	14	192	448	726	-38%
Glider Aircraft	14	192	448	726	-38%

%Glider Operations were not reported in time to be included in February and March AAC packet, totals added in May 2020

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

No Board Orders for May 2020

Airport Enterprise Budget
FY 2019/20

	2019-20 (Budgeted)	2019-20 Actual Year to Date	YTD @ 75%
Enterprise Fund O & M Budget			
Buchanan O & M Revenues	$4,347,101	$3,993,997	**91.88%**
Byron O & M Revenues	$801,035	$567,827	**70.89%**
Total O & Maintenance Revenues	**$5,148,136**	**$4,561,824**	**88.61%**
Byron Mariposa Funds	$386,000	$0	**0.00%**
Airport Enterprise Fund Budgeted	$1,075,000	$0	**0.00%**
Total O & M Revenues Enterprise Fund	**$1,461,000**	**$0**	**0.00%**
Total Revenues	**$6,609,136**	**$4,561,824**	**69.02%**
Buchanan O & M Expenditures	$3,854,005	$3,182,183	**82.57%**
Buchanan Capital Expenses (Non AIP)	$997,500	$312,288	**31.31%**
Byron O & M Expenditures	$1,146,894	$799,560	**69.72%**
Byron Capital Expenses (Non AIP)	$386,000	$13,719	**3.55%**
Total O & M Expenditures Enterprise Fund	**$6,384,399**	**$4,307,749**	**67.47%**
Enterprise Fund O & M Revenues	$6,609,136	$4,561,824	**69.02%**
Enterprise Fund O & M Expenditures	$6,384,399	$4,307,749	**67.47%**
	$224,737	**$254,075**	
Buchanan AIP Revenue (Received during Current Fiscal Year)*	$3,811,079	$62,131	**1.63%**
Buchanan AIP Expenses (Expended during Current Fiscal Year)*	$4,035,816	$136,211	**3.38%**
Byron AIP Revenue (Received during Current Fiscal Year)*	$0	$0	**0.00%**
Byron AIP Expenses (Expended during Current Fiscal Year)*	$0	$0	**0.00%**
Enterprise Fund Contribution (Contribution during Current Fiscal Year)*	$224,737	$74,080	
Net Annual Surplus(+)/Shortfall(-)	$0	$179,994	
Airport Enterprise Fund Budgeted to Balance	$0		
	$0	$179,994	

*Revenues & Expenditures may overlap Fiscal Years and will impact Enterprise Fund Contribution that is depicted during the current Fiscal Year