

**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord
Thursday, March 13, 2014, 10:00 a.m.**

The Aviation Advisory Committee will provide reasonable accommodations for persons with disabilities who plan to attend its scheduled meetings. Call the Director of Airports Office at (925) 646-5722 at least 24 hours in advance.

Any disclosable public records related to this meeting are available for public inspection at the Director of Airports Office, 550 Sally Ride Drive, Concord, during normal business hours.

- 1. Roll Call**
- 2. Opening Comments by Chair**
- 3. Public Comment Period**
- 4. Approval of Minutes (February 2014)**
- 5. Consider Consent Items**
 - a. Airport Noise Report & Statistics Report (January)
 - b. Relevant Board Actions
 - c. Development Project Matrix (No Current or Ongoing Projects)
- 6. Presentations/Special Reports - None**
- 7. Discussion/Action Items**
 - a. Items Pulled from Consent
 - b. 50% Budget for Fiscal Year 2013/14
 - c. East Ramp Hangar Painting Project Expense Breakdown
 - d. Airport Economic Impact Study Review
 - e. AAC Triennial Review
 - f. AAC Annual Report
 - g. AAC Member Volunteers for Tenant Recognition BBQ
- 8. Updates and Announcements**
 - a. Airport Committee Update
 - b. What is Happening at Buchanan Field & Byron Airports/Other Airports
 - c. Update from Airport Business Association
 - d. AAC Announcements
 - e. Airport Staff Announcements
- 9. Future Agenda Items**
- 10. Adjourn**

**Next AAC Meeting (Tentative): April 10, 2014 at 10:00 am
Next Airport Committee Meeting (Tentative): June 2, 2014 at 1:00 pm**

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
February 13, 2014**

MEETING CALLED: Chair Mike Bruno called the meeting to order at 10:00 a.m. at the Director of Airport's Office.

PRESENT: Rudi Raab, District I
Mike Bruno, Chair, CCC Airports Business Association
Derek Mims, City of Pleasant Hill
Rich Spatz, At Large 2
Russell Roe, District V
Tom Weber, Vice Chair, District IV
Ed Young, Secretary, At-Large 1
Keith McMahon, City of Concord
Ronald Reagan, District III

ABSENT: Janet Kaiser, Diablo Valley College

STAFF: Keith Freitas, Director of Airports
Natalie Olesen, Airport Office Assistant
Julie Conti, Senior Real Property Technical Assistant

**OPENING COMMENTS
BY CHAIR:** DeWitt Hodge was introduced and will be joining the Aviation Advisory Committee (AAC) in March, replacing Rich Spatz

Rich Spatz was thanked for his seven (7) years of service.

**PUBLIC COMMENT
PERIOD:** None

**APPROVAL OF
MINUTES:** Moved by Rich Spatz; seconded by Ronald Reagan. Approved unanimously. Yes: Rudi Raab, Mike Bruno, Derek Mims, Rich Spatz, Russell Roe, Tom Weber, Ed Young and Ronald Reagan. No: None. Abstained: Keith McMahon. Absent: Janet Kaiser.

**APPROVAL OF
CONSENT ITEMS:** Moved by Derek Mims; seconded by Tom Weber, approved unanimously. Yes: Rudi Raab, Mike Bruno, Derek Mims, Keith

McMahon, Rich Spatz, Russell Roe, Tom Weber, Ed Young and Ronald Reagan. No: None. Abstained: None. Absent: Janet Kaiser. Keith McMahon commented the slight increase in complaints in Concord could be caused by the some of the great weather and by some of the low clouds over the area. Mike Bruno commented that there is a correlation between the increased local operations and number of noise complaints.

PRESENTATION/SPECIAL REPORTS: None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Budget for Fiscal Year (F/Y) 2013/14

Keith Freitas reported there were very few changes between the F/Y 2013/14 Budget and F/Y 2012/13 Budget. The 50% budget will be reviewed at the next meeting.

- It was questioned why Byron Airports operating and maintenance expenses were higher than its revenues.
 - Byron Airport has never been in the black – Buchanan Field Airport subsidizes Byron Airport.
 - Expenses reflect the costs to run the airport.
 - Staffing the Airport full time is the largest single expense.
- Airport Staff was asked as to how long they expect Buchanan Field Airport to keep subsidizing Byron Airport and when will Byron Airport break even.
 - Byron Airport is still fairly new and a long term investment.
 - Byron Jet Center has helped increase revenues
 - Concern is that Byron Airport's budget does not look healthy which could deter new business.
 - County is committed in making Byron Airport productive.
 - Better infrastructure would encourage new business.
 - Byron Airport is a satellite airport and although the budget is separated by Airport, the Airports operate under one Enterprise Fund.

c. East Ramp Hangar Painting Project

- Total charges for the East Ramp Hangar Painting Project were approximately \$97,000.
 - The AAC requested a breakdown of the charges.
 - For the project, Airport staff contracted with Capital Projects and the bulk of the expenses were from their staff to manage an outside consultant.
 - \$10,000 of the total charges was to an outside consultant.
- Latest estimates put the painting project at over \$1 million.
- Tenants were polled and their number one priority is paving between the hangars.
 - Consultant and contractor are in place to do the paving this summer.
 - AAC questioned who will take on debt for paving.
 - Money budgeted for painting project will be used for paving instead.

d. Hangar Waiting List Process (Update)

Keith Freitas commented that tenants were concerned on how long it was taking to fill empty hangars and the turnover rate has changed significantly over the last 7 years. Used to see 1 vacancy a year and now have 10 plus a year.

- The County had 12 hangars turnover last year.
 - With the higher turnover rate the process needed to be updated to speed up the filling of the empty hangars.
 - In the old process, one (1) applicant was contacted for each vacant hangar and notified by certified mail; the process took roughly a month.
 - New process:
 1. Notifications are now done by email and applicants need to respond in writing within seven (7) days.
 2. The top five (5) applicants are now notified for each hangar available.
 - a. In November, six (6) hangars were available but under new process all were filled in approximately two (2) to three (3) weeks.
 - The AAC commented that preference should be given to current tenants to move to a preferred hangar location with a fee or higher rent for those premiere hangars.
 - Tenants were surveyed about upgrading to a preferred hangar knowing that they would have to pay for both hangars for a month in order to switch – most said “no”.
 1. There is concern that a hangar would remain vacant while tenants move around.
 - a. We will be updating rates and charges for hangars in the next couple months.
 - Process was slow using certified mail; however, notification was well documented.
 - There is not the same amount of documentation now.
 1. Copy of email is printed and saved.
 2. Contact by phone call is made and note of the attempt is made.
 3. Protocol was added to allow for dispute by applicant if they for some reason (example: out of the country) did not receive the email or phone call and were therefore unable to respond within the seven (7) days.

e. Airports Economic Development Program

Keith Freitas reported on the Airports Economic Development Program.

- Marketing
 - New Marketing Videos
 - A draft of the new marketing video should be available by the next meeting.
 - Introduction to the Airports and what is happening.
 - Additional videos will follow on flying, Airports’ budget, businesses, skydiving, emergency medical response companies and pilot training.
 - The AAC questioned if the videos were being made to get more pilots to come to the County Airports?
 1. The videos were being made to help generate more interest in both Airports.
 - New phone number for Buchanan Field, 844-Fly-ToUs or 844-359-8687

- Updating the Airport Website
- e-Payment by this summer.
- Retention
 - Keith Freitas reported that last year Airport staff asked the Board of Supervisors (Board) to waive the Consumer Price Index (CPI) increase.
 - Asked the AAC to make a motion to approve asking for a CPI waiver for hangars only this year as County hangar prices are higher for like hangars at the other local airports.
 - When the Airport loses pilots, they are generally gone forever so it is important to keep them now.
 - Currently seeing an increase in the corporate side of aviation while general aviation is not growing and staying flat.
 - AAC question if waiving the CPI increase would negatively affect maintenance expenses.
 - Airport staff responded that the additional revenue had not been budgeted.
 - **Keith McMahan made motion to accept the recommendation. Derek Mims seconded. Approved Unanimously. Yes: Keith McMahan Rudi Raab, Derek Mims, Rich Spatz, Tom Weber, Ed Young and Ronald Reagan. No: None. Recused: Russell Roe and Mike Bruno. Absent: Janet Kaiser.**
- Proposed Projects
 - Keith Freitas reported that the Airports have paid off all outstanding debt and are looking at new development/capital projects that may require new debt servcie.
 - Buchanan Field:
 - Paving of East Ramp taxi lanes
 - New sign improvements
 - Connection road between Sally Ride Drive and Marsh Drive.
 - New Air Traffic Control Tower
 - Terminal building
 - Byron Airport:
 - Runway extension
 - Airfield lighting
 - Signage
 - Pavement improvements
 - Fixed Base Operator (FBO)/business building
 - Sewer, water & fire protection system (to allow for additional growth)
 - Russ Roe asked that pilot controlled lighting for Runways 32 be added.
 - Keith Freitas responded the pilot controlled lighting is part of the Runway 32R rehabilitation project, which is already a project on FAA list.

f. **East Ramp – Pavement Work**

Keith Freitas commented that as soon as the weather is dry, work is planned on the pavement between the first three (3) rows on the Southside of the East Ramp hangars.

- There is concern over the high water table in that area.
 - The area will need to be line treated which takes several weeks to cure.

g. Infrastructure Analysis for the Byron Airport

Keith Freitas reported that the analysis will determine when the decisions should be made to upgrade infrastructure

- Many good options are available with newer technologies that can be used.
- Project to cost approximately \$75,000 - 90% was funded by Federal Aviation Administration (FAA)

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Next meeting tentatively scheduled for March 3, 2014

b. What is happening at Buchanan Field & Byron Airports/Other Airports

- Tenant BBQ 1st Thursday in May (May 1st) – Save the Dates announcements will be going out in next couple weeks. Looking for volunteers from the AAC.
- Global demand for pilots is currently around 372,000. New pilots and about 500,000 new mechanics will be needed which will be a draw for international students.
- End the AAC Meeting in memory of Louis Ellis, longtime tenant passed in November 2013.

c. Update from Airport Business Association

Mike Bruno reported that business is improving and staff is continually busy.

AAC asked about the status of the Apex hangars.

- Mike Bruno responded there would most likely be resolution in the next couple months, with several interested parties.

d. AAC Announcements

Tom Weber reported on AAC appointments:

- Russ Roe representative of District 2 is now representing District 5.
- District 2 Supervisor is looking to fill the vacant position and has been holding interviews.

AAC asked for Airport Staff to provide high level overviews of taxes/benefits of the Airports to the community, old Economic Impact Report.

Monument at the Public Viewing Plaza is in need of repairs.

- Full of water
- Name tags have slid around

e. Airport Staff Announcements

None

FUTURE AGENDA ITEMS

- East Ramp Hangar Painting Project Expense Breakdown
- Marketing Video
- AAC Member Volunteers for Tenant Recognition BBQ
- AAC Triennial Report

- AAC Annual Report
- Airports Financial Benefit to the Community

ADJOURNMENT: The meeting was adjourned by the Chair at 11:38 a.m.

FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
November 14, 2013**

- MEETING CALLED:** Chair Mike Bruno called the meeting to order at 10:04 a.m. at the Director of Airport's Office.
- PRESENT:** **Mike Bruno, Chair, CCC Airports Business Association**
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Rich Spatz, At Large 2
Russell Roe, District II
Tom Weber, Vice Chair, District IV
Ed Young, Secretary, At-Large 1
- ABSENT:** **Janet Kaiser, Diablo Valley College**
Keith McMahon, City of Concord
Ronald Reagan, District III
- STAFF:** Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
- OPENING COMMENTS
BY CHAIR** All in attendance were introduced. Kristin Connelly was introduced as District IV's Chief of Staff.
- PUBLIC COMMENT
PERIOD:** Jack Davi, Experimental Aircraft Association (EAA) Chapter 393 member, has been working with the Young Eagles Program and they had over 600 children participate this period. Jack wanted to show his appreciation for the EAA's proactive outreach to the community especially related to the Young Eagles Program.
- APPROVAL OF
MINUTES:** **Moved by Rich Spatz; seconded by Tom Weber. Approved unanimously.**
- APPROVAL OF
CONSENT ITEMS:** **Moved by Tom Weber; seconded by Derek Mims. Approved unanimously.**

PRESENTATION/SPECIAL REPORTS: Aviation Advisory Committee (AAC) Tenant Recognition Award

1. Mount Diablo Pilots Association (MDPA) and EAA were nominated for their combined efforts on the Clubhouse. Maureen Bell accepted on behalf of MDPA. Bill Reining, President; and Scott Achelis, who headed up the project, accepted the award on behalf of the EAA Chapter 393.
2. Larry Rohrbacher, of Sterling Aviation, was nominated for his knowledge and helpfulness. Sterling Aviation was nominated for what they have done including recent work with the Patriot Jet Team Foundation. The nominations were combined with Larry accepting the award on behalf of Sterling Aviation.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Airport Noise Report & Statistics Report (September)

Tom Weber opened the item by stating that the AAC has a commitment to being attentive to noise issues even if the noise report is typically put on the agenda as a consent item.

- This has been a remarkable approach to get the number of noise complaints down to lower levels.
- Complaints will go up and down naturally; they are up this year.
- An atypical weather year and increase in operations also contribute to increased complaints.
- As activity increases it typically prompts more complaints.

Mike Bruno commented that in 2011-12 flight school activity was less than it is now, which may account for a portion of the increased noise complaints.

c. Sustainable Farm Update

Tom Weber referred to the attachment on the last page of the packet.

- Central Contra Costa Sanitary District (CCCSD) Board voted to move forward with the Sustainable Farm concept; no agreement has been approved yet.
- This will go to the Airport Land Use Commission (ALUC) for review.

AAC asked for a copy of the paper that was prepared for acceptable crops.

- Airport staff has a call in to get a copy.

Russ Roe wanted his opposition to the sustainable farm to go on record as he does not think this is a compatible land use near Buchanan Field.

d. Aviation Museum at Buchanan Field

Mike Bruno stated he was approached by a gentleman who wanted to build an Aviation Museum at Buchanan Field.

- Mike spent numerous hours talking to the gentleman about what it takes to develop on an airport.
 - As such, the interested party decided to pull the item at this time as he explores other options first.

e. East Ramp Hangar Painting Project

This item is a continuation from last meeting.

Russ Roe commented:

- Criticisms are meant to make sure same mistakes again do not happen again.
- Contractor was responsible for substrate adhesion.
- Recapped bid solicitation package information.
 - No requirement for Hazardous Materials Certified Contractors (would increase the cost by 5 to 7 times)
 - Engineering estimates \$140,000; proposals ranged between \$165,000 and \$625,000.
 - The \$60,000 consultant fees for a \$140,000 project were questioned.
 - County only performed testing after a dispute was raised by contractor.
 - Only 3-year guarantee for performance/quality.
 - Nowhere in the RFP does it state, nor imply, that all lead based paint must be removed-only speaks to portions (flaked, etc.) to be removed.
 - RFP did not ask for testing on paint surfaces before paint is applied only afterwards and expected contractor to know on sight what needed to be done.
 - Contractor was also wrong and should have used resolution process to negotiate extra funds for added work to fully remove paint.

Brian Balbas apologized on behalf of the Public Works Capital Projects Division.

- Not all the work done was for nothing as a lot can be used if the project moves forward.
- This is not the appropriate venue to do forensics now on this project.
- Would not have moved tenants out if they did not think the project was not going to proceed.
- Any further work will include working closely with Airports staff; Airport staff will be more vitally involved and take the lead in the future.

Mike Bruno further commented:

- What was most troubling was the amount of money spent on consulting versus project costs.
- Would like to get an itemized list of expenditures on the project to discuss at a future meeting.
- Felt the project is a failure.
- Found that in the past, like the runway project, you could contact Airport staff and get answers or they could find out and get back to you.
 - In this project got sense, from Capital Project Staff at last meeting, that they were the experts and they did not need to communicate to others.

- Also had no sense of timeline and sequence of events before moving project forward.
- No one could get answers.
- Purpose of what AAC is trying to accomplish:
 - Not to spend a lot of money for consultants especially compared to project cost.
- We are the customers and we should be treated as such.
 - Capital Projects did not handle the project properly.

Brian Balbas agreed that customer service should be key and will be working to improve process.

Tom Weber thanked Brian Balbas for coming today and Brian and Keith Freitas for working together.

- Both individuals who came to the last meeting took no accountability for process or admitted a mistake.
- Echoed desire for a cost breakdown for project to date.
- Also suggested getting clarity of roles for all parties involved in a combined project in the future.

Rudi Raab thanked Russ Roe for his efforts.

Derek Mims commented that there are a lot of resources out there that we have for projects. It did not appear that the party who wrote the bid specs knew what they were doing.

- We should promote and facilitate projects not create more hurdles.

Keith Freitas stated that the contractor did come back with a change order but the revised amount was too high, more than \$1 million, compared to original contract amount and there is limited flexibility for public contract changes.

Ed Young stated that going forward in order to make sure the spec is accurate so that we get what we need and it does not unduly increase costs (by over specifying).

Brian Balbas responded that is the intent but to some degree, all specs have a certain level of interpretation.

- Did learn from information and have better knowledge of what to apply for the project in the future.

Russ Roe commented that the last meeting's minutes were great and expects this meeting's minutes to be as well. Both meetings minutes should be filed away for future reference.

Russ further commented that the first question out of the packet should have been; does all the lead based paint have to be removed?

Mike Bruno commented that, in his experience, Airport staff does everything possible to help facilitate projects

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

No Report. Next meeting tentatively scheduled for December 2, 2013, at 2:00 pm.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

Santa will not be skydiving in this year due to FAA added requirements.

- Looking for an aircraft that can bring Santa in.
- Tentative date is December 7 at 10:00 am.

c. Update from Airport Business Association

Mike Bruno reported:

- Business is really picking up.
- 1 to 2 new students a day are signing up for lessons.
- Sterling Aviation and Pacific States Aviation (PSA) are stepping up the game to attract new business and it is really starting to show.
 - PSA's flight training aircraft are averaging 100 hours a month; that's high.

d. AAC Announcements

Tom Weber reported:

- He received a call from Duane Allen about the new hangar rental process.
 - Tom also received specifics from Airport staff and will relay facts back to Mr. Allen.
- AAC terms that are ending.

e. Airport Staff Announcements

Keith Freitas reported:

- That after nine (9) months of operations staff vacancies, an offer will be made to three (3) people.
 - New employees should start in December.
- Just received notice of resignation of Accounting Technician.
 - Staff will start process to replace.

FUTURE AGENDA ITEMS

Cost Estimate of Hangar Painting Project

Update on Hangar Waiting List Process

ADJOURNMENT: The meeting was adjourned by the Chair at 11:15 a.m.

Noise Abatement Statistics

January 2014

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2014	2014	2013	2014	2013	
TOTAL NUMBER OF COMPLAINTS	5	5	3	5	3	67%
LOCATION OF COMPLAINTS						
Concord	1	1	1	1	1	0%
Pleasant Hill	1	1	0	1	0	100%
Pacheco	1	1	0	1	0	100%
Martinez	2	2	1	2	1	100%
Byron	0	0	0	0	0	0%
Other	0	0	1	0	1	-100%
Subtotal	5	5	3	5	3	67%
Special Events	0	0	0	0	0	0%
Total Number of Complaints	5	5	3	5	3	67%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		4	2	4	2	
Byron Airport		0	0	0	0	
Law Enforcement/Lifeguard Lights		0	0	0	0	
Non-associated		1	1	1	1	
TIME OF INCIDENT						
Day (0700 - 1700)		4	1	4	1	
Evening (1700 - 2200)		1	0	1	0	
Night (2200 - 0700)		0	0	0	0	
All Times		0	2	0	2	
TYPE OF COMPLAINT						
Noise		3	1	3	1	
Low Flying		0	1	0	1	
Noise and Low Flying		0	0	0	0	
Too Many Aircraft		1	0	1	0	
Other		1	1	1	1	
TYPE OF AIRCRAFT						
Jet		2	1	2	1	
Propeller		1	0	1	0	
Helicopter		1	0	1	0	
All Types		0	1	0	1	
Unknown		1	1	1	1	
MULTIPLE CALLER - TRAINING HELICOPTERS	0	0	0	0	0	
MULTIPLE CALLER - NORTH CONCORD	0	0	0	0	0	
TOTAL AIRCRAFT OPERATIONS		7,751	6,220	7751	6220	25%
COMPLAINTS PER 10,000 OPERATIONS		6	6	6	5	34%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY		5	4	5	3	60%

Contra Costa County Airports Monthly Operations Report

January 2014

	January 2014	January 2013	YTD 2014	YTD 2013	% CHANGE 2013/2014
AIRCRAFT OPERATIONS					
Total Operations	7,751	6,220	7,751	6,220	25%
Local Operations	4,026	3,153	4,026	3,153	28%
Itinerant Operations	2,908	2,285	2,908	2,285	27%
Total Instrument Ops	646	582	646	582	11%
FUEL FLOWAGE					
100 Octane	16,743	14,552	16,743	14,552	15%
Jet Fuel	64,241	44,632	64,241	44,632	44%
Total	80,984	59,184	80,984	59,184	37%
BYRON INFORMATION					
Byron Fuel	2,656	2,582	2,656	2,582	3%
SKYDIVERS					
Number of Flights	94	142	94	142	-34%
Experienced Jumps	1,027	1,381	1,027	1,381	-26%
First Time Jumps	65	124	65	124	-48%
Student Jumps	31	63	31	63	-51%

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

The following certified Board Orders are attached:

- February 25, 2014* *APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Western Air Logistics, LLC, for a T-hangar at Buchanan Field Airport effective February 14, 2014, in the monthly amount of \$383.74.*
- February 25, 2014* *REAPPOINT the following individual to the Aviation Advisory Committee District 1 seat with a term expiring February 28, 2017, as recommended by Supervisor Gioia: Rudolph Raab.*
- February 25, 2014* *REAPPOINT the following individual to the District 4 seat on the Aviation Advisory Committee to a three year term expiring March 1, 2017, as recommended by Supervisor Mitchoff: Thomas Weber.*



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: February 25, 2014

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

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Western Air Logistics LLC, for a T-hangar at Buchanan Field Airport effective February 14, 2014 in the monthly amount of \$383.74, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,604.88 annually.

BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters at Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during that 30-year period.

On September 1, 2000, the County obtained ownership of the aircraft hangars and shelters, pursuant to the terms of the above lease.

On

- | | |
|--|--|
| <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: 02/25/2014 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES	<u>4</u>	NOES	___
ABSENT	___	ABSTAIN	___
RECUSE	___		

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

ATTESTED: February 25, 2014

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

Contact: Beth Lee, (925) 646-5722

By: STACEY M. BOYD, Deputy

cc:

BACKGROUND: (CONT'D)

February 13, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Lease Agreement for use with the larger East Ramp Hangars.

On February 3, 2008, Contra Costa County Board of Supervisors approved the amended T-Hangar Lease Agreement which removed the Aircraft Physical Damage Insurance requirement. The new amended T-hangar Lease Agreement will be used to enter into this aircraft rental agreement.

CONSEQUENCE OF NEGATIVE ACTION:

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

CHILDREN'S IMPACT STATEMENT:

Not Applicable.

ATTACHMENTS

Hangar Rental Agreement



Contra
Costa
County

To: Board of Supervisors
From: John Gioia, District I Supervisor
Date: February 25, 2014

Subject: Reappoint Rudolph Raab to the Aviation Advisory Committee District 1 seat

RECOMMENDATION(S):

REAPPOINT the following individual to the Aviation Advisory Committee District 1 seat with a term expiring February 28, 2017, as recommended by Supervisor Gioia:

Rudolph Raab
826 32nd Street
Richmond, CA
94804-1330

510-237-9323

FISCAL IMPACT:

None.

BACKGROUND:

Rudolph Raab has been serving successfully on the Aviation Advisory Committee and Supervisor Gioia would like to reappoint him.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will become vacant.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 02/25/2014 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 4 NOES _____

ABSENT 1 ABSTAIN _____

RECUSE _____

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

ATTESTED: February 25, 2014

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

Contact: James Lyons,
510-231-8692

By: June McHuen, Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: February 25, 2014

Subject: Reappointment to the Aviation Advisory Committee

RECOMMENDATION(S):

REAPPOINT the following individual to the District IV seat on the Aviation Advisory Committee to a three year term expiring on March 1, 2017, as recommended by Supervisor Mitchoff:

Mr. Thomas Weber
503 Skyview Court
Pleasant Hill, CA 94523

FISCAL IMPACT:

None

BACKGROUND:

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

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 02/25/2014 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 4 NOES _____
ABSENT _____ ABSTAIN _____
RECUSE _____

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

ATTESTED: February 25, 2014

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

Contact: Laura Case 925-521-7100

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

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

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

CONSEQUENCE OF NEGATIVE ACTION:

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

CHILDREN'S IMPACT STATEMENT:

Not applicable.

**Enterprise Fund Pro Forma Income Statement
Fiscal Year 2013-14**

	2013-14 Budget	Actual To Date	YTD @ 50%
Enterprise Fund O & M Budget			
Buchanan O & M Revenues	\$3,583,564.00	\$2,031,395.54	56.69%
Byron O & M Revenues	\$431,833.00	\$202,120.46	46.81%
Total O & M Revenues Enterprise Fund	\$4,015,397.00	\$2,233,516.00	55.62%
Buchanan O & M Expenditures	\$3,324,320.00	\$1,179,557.89	35.48%
Buchanan Capital Expenses (Non AIP)	\$28,000.00	\$0.00	0.00%
Byron O & M Expenditures	\$663,077.00	\$375,821.92	56.68%
Byron Capital Expenses (Non AIP)	\$0.00	\$0.00	N/B
Total O & M Expenditures Enterprise Fund	\$4,015,397.00	\$1,555,379.81	38.74%
Emergency Reserve Fund - Current balance to Date:	\$400,000.00		
Mariposa Fund*:	\$800,000.00	YTD Expenses	Project Balance YTD
*Mariposa Approved Projects:			
Byron Airport Infrastructure Analysis	\$9,300.00	\$9,300.00	\$0.00
Byron Airport Airfield Pavement, Lighting & Signage Enhancements	\$8,556.00	\$4,630.00	\$3,926.00
General Plan Amendment & Associated Environmental Review(est)	\$250,000.00		\$250,000.00
Total Remaining/Spent for Approved Projects	\$267,856.00	\$13,930.00	\$253,926.00
Total unallocated Mariposa Funds	\$532,144.00		

BUCHANAN FIELD AIRPORT				
East Ramp Hangar Painting Project				
Year to Date Expenditures				
				YTD Expenses
Description				1/31/2014
Capital Projects				\$69,732.48
Testing				\$1,250.00
Contractor for Bid Specifications				\$13,389.81
CEQA				\$298.61
Legal				\$1,555.75
Advertising				\$1,280.06
BPXpress				\$274.25
Postage				\$117.76
Miscellaneous				\$523.07
Reimb. Bond Fees				\$3,475.00
Painters				\$396.76
Total Costs Year to Date				\$92,293.55

Contra Costa County Board of Supervisors

2013 Triennial Sunset Review of Appointed Boards,
Committees & Commissions



INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected to represent the citizens of our County. County government also includes various boards, committees, commissions and other entities which are comprised of citizens who are appointed to these bodies by the Board of Supervisors. These appointed bodies are formed to provide support through their recommendations to the Board of Supervisors and County staff on issues and policy. County committees are created as a result of State and Federal legislation, agreements with public or private agencies, and local needs. Appointed bodies serve as links to our community, expand communication between the public and county government, and they enhance the quality of life for our residents.

SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012 establishing a triennial sunset review process for the evaluation of certain County boards, committees and commissions. Each year the Clerk of the Board schedules one-third of the active appointed bodies for Board of Supervisors review per the 2013 triennial list of appointed bodies included with these materials.

The purpose of the triennial sunset review is to provide the Board of Supervisors with a method to examine and evaluate the purpose, performance and effectiveness of its appointed bodies.

SUBMISSION OF THE TRIENNIAL SUNSET REVIEW REPORT

The triennial sunset review report must be signed by the advisory body chair and staff person and submitted along with the list of materials below to:

**Clerk of the Board of Supervisors
Attn: Advisory Body Sunset Review
651 Pine Street, Rm. 106
Martinez, CA 94553**

List of materials to include with triennial sunset review report:

1. Copies of the advisory body meeting agendas and minutes from the last 12 meetings
2. A copy of the advisory body bylaws
3. A copy of the last annual report
4. Provide any materials that will assist the Board of Supervisors to understand the service the body provides to the community.
5. Note: remember to obtain the original signature of the advisory body chair and staff person.

**Contra Costa County Board of Supervisors
Advisory Body
Triennial Sunset Review**

I. Advisory Body Contact Information

Aviation Advisory Committee

a. Name of Advisory Body (i.e. Committee, Commission or Board)

Mike Bruno

b. Name of Advisory Body Chairperson

Keith Freitas, Director of Airports

c. Name of Advisory Body Staff

Director of Airports Office, 550 Sally Ride Drive, Concord, CA 94520

d. Staff Business Address

925-646-5722

e. Staff Telephone Number

Keith.freitas@airport.cccounty.us

f. Staff E-mail Address

N/A

g. Advisory Body Website Address, if applicable, if not, write "N/A".

II. Advisory Body History and Meeting Events

Please provide the following information:

a. Date advisory body bylaws were adopted or last amended. 9/14/2010

b. Number of advisory body members appointed in the last 36 months.
14

c. Number of advisory body members who resigned in the last 36 months.
3

d. Number of advisory body meetings scheduled in the last 36 months.
36

- e. **Number of advisory body meetings cancelled for lack of quorum in the last 36 months.** 0
- f. **Number of advisory body meetings cancelled for reason other than lack of quorum in the last 36 months.**
8
- g. **Number of advisory body meetings held in the last 36 months.** 27
- h. **Does the advisory body hold closed sessions? If not, write "N/A"? If so, for what reasons? What information is available to the public after the closed session meetings?**
N/A

III. Advisory Body Mission, Objectives, and Major Events

- a. **State the original purpose and responsibility of the advisory body.**
To provide advice and recommendations to the Board of Supervisors (Board) on the general subject of aviation issues related to the airports in Contra Costa County. The Aviation Advisory Committee (AAC) may initiate discussions, observations, or investigations, in order to make recommendations on aviation or airport matters to the Board. The AAC may hear comments on airport and aviation matters from the public or other agencies for consideration and possible recommendation to the Board or their designates. The AAC shall cooperate with local, state, and national aviation interests for the safe and orderly operation of aircraft. The AAC shall advance and promote the interests of aviation and protect the general welfare of the people living and working near the airport. (Bylaws May 16, 1979)
- b. **Note any changes to advisory body name, if applicable, or write "N/A".**
N/A
- c. **Chronicle any major changes to advisory body responsibility which has been approved by the governing authority, if applicable, or write "N/A".**
NA
- d. **Identify the target population or communities served by the advisory body.**
Residents of Contra Costa County, with particular focus on residents in close proximity to airports. Businesses of Contra Costa County, with particular focus on those businesses on airport property. Pilots using our airports, with particular emphasis on pilots with aircraft based at our airport.
- e. **List regular and ongoing activities, services, and/or programs the advisory body provides to achieve its mission. If applicable, list one-time or special projects offered to achieve the mission.**

1. Oversight and guidance of airport financials. 2. Noise monitoring and abatement. 3. Oversight and guidance of development opportunities.

f. Log any significant changes in state or federal legislation that specifically affects the operation of the advisory body, or write "N/A".

N/A

g. Note any key changes to the organization of the advisory body (e.g., change in number of advisory body members, quorum size, etc.), if applicable, or write "N/A".

N/A

IV. Advisory Body Structure

Aviation Advisory Committee

(Advisory Body Name)

Member Name	Member's Appointed Seat Name	Term/Appointment Dates	Qualification (e.g., public member, County dept. staff, etc.)	Attendance Record for past 36 months.
Rudi Raab	District I	3/2011-3/2014	Public member	See attached
Mike Bruno	Airport Business Association	3/2013-3/2016	Airport Business Owner	See Attached
Rich Spatz	Member at Large	3/2011-3/2014	Public Member	See Attached
Ronald Reagan	District III	3/2012-3/2015	Public Member	See Attached
Derek Mims	City of Pleasant Hill	3/2012-3/2015	Public Member	See Attached
Keith McMahon	City of Concord	3/2013-3/2016	Public Member	See Attached
Russell Roe	District II	3/2012-3/2015	Public Member	See Attached
Ed Young	Member at Large	3/2012-3/2015	Public Member	See Attached
Tom Weber	District IV	3/2011-3/2014	Public Member	See Attached
Janet Kaiser	DVC	3/2013-3/2016	DVC Employee	See Attached

(Use additional sheets of paper if more space is needed)

- a. Please describe any staffing issues/challenges, i.e., vacancy rates, efforts to fill seats, member turnover, recruitment and retention efforts.
 District II representative does not live in District II. District V seat is vacant.

V. Advisory Body Training & Communication

- a. What type(s) of training do the members of the advisory body receive?
Annual Advisory Body Training
- b. Does the advisory body have policies that describe the respective role of the members (e.g., Chair, Vice Chair, Secretary, etc.), if so, please describe these policies?
No
- c. What information is regularly presented to the advisory body members to keep them informed of the body's performance?
 1. Individual Appointing Parties 2. Airport Committee 3. Airport Manager

VI. Advisory Body Public Information Policies

a. How does the advisory body engage stakeholders and the public about issues within the body's area of responsibility?

When there is an issue the committee will reach out to the parties affected, receive input, provide information and promote discussion on how to best resolve the issue at hand.

b. How is the stakeholders' and public's input incorporated into the advisory body's mission and objectives?

We utilize public input and discussion to help make the best recommendations possible to Airport staff and the Airport Committee.

c. On average, how many representatives of the public attend meetings? Describe any efforts to outreach to encourage public participation.

5-15

d. How far in advance of the meeting date does the advisory body post its meeting notice?

168 to 192 hours in advance (7 to 8 days)

e. Where are meeting notices posted (please note all locations)?

Clerk of the Board, Airport's Office front door, newspaper, website

VII. Advisory Body Budget (if applicable)

a. Does the advisory body have an operating budget? If not, write "N/A" and skip to section VIII.

N/A

b. Please provide a copy of the advisory body operating budget for the past 36 months with a brief narrative.

N/A

c. What does the advisory body use to monitor its budget?

N/A

d. Please provide the advisory body's source of revenue for the past 36 months.

Advisory Body Name, Fiscal Year	
Sources of Revenue (Actual)	
Source	Amount
N/A	

Total	

- e. **Provide a summary of expenditures for the past 36 months.**
N/A

VIII. Advisory Body Policy Issues (if applicable)

The purpose of this section is to briefly describe any potential issues raised by advisory body members, stakeholders, or the general public that the advisory body has been unable to resolve.

- a. **Provide a brief description of the issue:**
Include enough information to give context for the issue. Helpful information includes:
To date all issues have been resolve.

- i. **What is the specific problem or concern?**
- ii. **Who does this issue affect?**
- iii. **What is the advisory body's role related to the issue?**
- iv. **Has there been any previous legislative action related to the issue?**

- b. **Possible solutions and Impact:**
Provide potential recommendations to solve the problem.
To date all issues have been resolved.

- i. **How will the proposed solution fix the problem or issue?**
- ii. **How will the proposed change impact any entities or interest groups?**
- iii. **How will the advisory body's performance be impacted by the proposed change?**
- iv. **What are the benefits of the recommended change?**
- v. **What are the possible drawbacks of the recommended change?**
- vi. **What is the fiscal impact of the proposed change, if any?**

IX. Advisory Body Comments and Suggestions

- a. **Describe the effect the advisory body has made on the target population.**
Created an avenue for the community to voice concerns. Created a process to review airport budget. Created a process for future airport development.
- b. **Describe the specific impact the work of the advisory body has made in achieving its mission.**
Help manage the budget so that we have appropriate reserves. Help to expedite future airport development. Help ensure appropriate use of land around airport. Significantly reduced noise complaints through education.

c. Are the advisory body bylaws reflective of the body's mission and purpose?
Yes

d. Do you recommend changes to the advisory body bylaws (e.g., adjustment to term length, required qualifications, number of meetings, or primary focus)? If yes, please state why?

No

e. Does the advisory body have a sufficient number of members to achieve its mission? Do you recommend an adjustment to the number of advisory body seats (an increase or decrease)?

Number of members is appropriate/No

f. If you recommend making an adjustment to the number of advisory body seats, please indicate which seats and why?

N/A

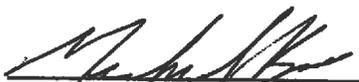
g. If special requirements or prerequisites exist for members to serve on the advisory body, do you believe the requirements are important and necessary, or do they limit the recruitment of potential candidates?

Yes, there are and they are appropriate.

h. Additional Comments

Please use the following space to share additional comments about the work of the advisory body, its effectiveness, the services it provides, or any other related subject.

[Click here to enter text.](#)


Advisory Body Chair Signature


Staff Signature

Aviation Advisory Committee

ATTENDANCE ROSTER FOR 2013

AAC Members	Representing	Contact Information	Jan 10	Feb 14	Mar 14	Apr 11	May 09	Jun 13	Jul 11	Aug 08	Sep 12	Oct 10	Nov 14	Dec 12	Total # Abs
Rudi Raab	District 1	rudi1julie@aol.com	X	X	X	X	X	N	ABS	N					
Mike Bruno	Airports Bus. Assoc.	michael@sterlingav.com	X	X	X	X	X	O	X	O					
Rich Spatz	Member at Large	usarp@comcast.net	X	X	X	X	X		X						
Ronald Reagan	District 3	ron@rmsea.com	X	ABS	X	ABS	X	M	X	M					
Derek Mims	City of Pleasant Hill	derekmims@hotmail.co	X	ABS	X	ABS	X	E	ABS	E					
David Pfeiffer	District 5		X	X	X	X	-	-	-	-	-	-	-	-	0
Keith McMahon	City of Concord	keithcmcmahon@gmail	X	ABS	X	ABS	X	E	X	E					
Russell Roe	District 2	russroe@pacbell.net	X	X	X	ABS	ABS	T	X	T					
Ed Young	Member at Large	edyoung94@comast.net	ABS	X	X	X	X	I	X	I					
Tom Weber	District 4	fr-weber@sbcgloboal.net	X	X	X	X	X	N	X	N					
Janet Kaiser	DVC	jfk737@rocketmail.com	X	X	X	X	ABS	G	X	G					

Was There a Quorum? Y or N	Y	Y	Y	Y	Y	Y	Y	-	Y	-					
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A = Absent
X = Present

Aviation Advisory Committee

Attendance Roster for 2012

AAC Members	Representing	Jan 12	Feb 9	Mar 8	Apr 12	May 10	Jun 14	Jul 12	Aug 9	Sept 13	Oct 11	Nov 8	Dec 13	Total # Abs.
Rudi Raab	District 1	N	ABS	X	X	X	ABS	ABS	N	X	X	X	N	2
Mike Bruno	Airports Bus. Assoc.	O	X	X	X	ABS	X	X	O	X	X	X	O	1
Rich Spatz	Member at Large		X	X	X	X	X	X		X	ABS	X		1
Geoffrey Logan	District 3	M	X	X	-	-	-	-	-	-	-	-	-	0
Ronald Reagan	District 3	-	-	-	X	X	X	X	M	ABS	X	ABS	M	2
Derek Mims	City of Pleasant Hill	E	X	ABS	X	X	X	X	E	ABS	X	ABS	E	3
David Pfeiffer	District 5	E	X	X	X	X	ABS	E	E	X	X	Y	E	1
Keith McMahon	City of Concord	T	X	X	X	ABS	X	T	T	X	ABS	Y	T	2
Russell Roe	District 2	I	X	X	X	X	ABS	X	I	ABS	Y	ABS	I	3
Janet Kaiser	Diablo Valley College	N	X	ABS	ABS	ABS	ABS	ABS	N	ABS	ABS	Y	N	7
David Dolter	Member At Large	G	X	-	-	-	-	-	-G	-	-	-	-G	0
Ed Young	Member at Large	-	-	X	X	X	ABS	X		ABS	Y	Y		2
Tom Weber	District 4		X	X	X	X	ABS	ABS		X	Y	Y		1

Was there a Quorum? Y or N	-	Y	Y	Y	Y	Y	Y	Y	-	Y	Y	Y	-	-
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Aviation Advisory Committee

Attendance Roster for 2011

AAC Members	Representing	Jan 11	Feb 8	Mar 8	Apr 14	May 5	Jun	Jul 14	Aug 11	Sept 8	Oct 13	Nov 10	Dec 8	Total # Abs.
Rudi Raab	District 1	X	X	X	X	ABS	N	X	N	X	X	N	X	1
Mike Bruno	Airports Bus. Assoc.	X	X	X	ABS	X	O	X	O	X	X	O	X	1
Rich Spatz	Member at Large	X	X	ABS	X	ABS		X		X	X		X	2
Geoffrey Logan	District 3	X	X	X	X	X	M	ABS	M	X	X	M	ABS	2
Derek Mims	City of Pleasant Hill	X	X	X	ABS	ABS	E	X	E	X	ABS	E	X	3
David Pfeiffer	District 5	X	X	X	X	-	E	X	E	X	X	E	X	0
Keith McMahon	City of Concord	ABS	X	X	X	X	T	X	T	ABS	X	T	X	2
Russell Roe	District 2	ABS	X	X	X	X	I	ABS	I	ABS	X	I	X	3
Janet Kaiser	Diablo Valley College	X	ABS	X	ABS	ABS	N	X	N	ABS	X	N	X	4
David Dolter	Member At Large	ABS	X	X	X	X	G	X	G	ABS	ABS	G	X	3
Tom Weber	District 4	X	X	X	X	X		X		X	X		X	0
Was there a Quorum? Y or N		Y	Y	Y	Y	Y	-	Y	-	Y	Y	-	Y	Y

Aviation Advisory Committee

Attendance Roster for 2010

AAC Members	Representing	Jan 19	Feb 16	Mar 16	Apr 20	May 18	Jun 15	Jul 20	Aug 17	Sept 21	Oct 14	Nov 9	Dec 14	Total # Abs.
Vacant	District 1	-	-	-	-	-	-	-	-	N	-	-	N	-
Mike Bruno	Airports Bus. Assoc.	ABS	X	X	X	X	X	X	X	O	X	X	O	1
Rich Spatz	Member at Large	X	X	X	X	X	X	X	X		ABS	X		1
Logan, Geoffrey	District 3	X	X	X	X	X	X	X	X	M	X	X	M	0
Freet, David	City of Pleasant Hill	X	-	-	-	-	-	-	-	E	-	-	E	0
Derek Mims	City of Pleasant Hill	-	X	X	ABS	X	X	ABS	X	E	X	X	E	1
McAdoo, Michael	District 5	ABS	-	-	-	-	-	-	-	T	-	-	T	1
Pfeiffer, David	District 5	-	-	-	-	-	-	-	X	I	X	X	I	0
Howlett, Patricia	City of Concord	X	X	X	X	X	X	ABS	X	N	-	-	N	1
Keith MacMahon	City of Concord	-	-	-	-	-	-	-	-	G	X	X	G	0
Roe, Russell	District 2	X	X	ABS	X	X	X	X	X		X	ABS		2
Kaiser, Janet	Diablo Valley College	X	X	X	X	X	X	X	X		ABS	X		1
Dolter, David	Member At Large	X	X	X	X	X	X	X	X		ABS	X		1
Weber, Tom	District 4	X	X	X	X	X	X	X	X		X	X		0

Was there a Quorum? Y or N	Jan 19	Feb 16	Mar 16	Apr 20	May 18	Jun 15	Jul 20	Aug 17	Sept 21	Oct 14	Nov 9	Dec 14
	Y	Y	Y	Y	Y	Y	Y	Y	-	Y	Y	-

Contra Costa County Aviation Advisory Committee
2013 Annual Report to Board of Supervisors

Advisory Board Meeting Time/Location: 10:00 AM on the 2nd Thursday of every month at either Buchanan Field or Byron Airport.

Advisory Body Chair: Mike Bruno

Airport Staff: Keith Freitas/Beth Lee

Activities

- Monthly review of noise statistics, operations report and airport development projects.
- Discussions of airport projects and programs to disseminate information and solicit input from members and public.
- Discussions of issues facing the airports and airport community.
- Input to the Airport Director, Airport Committee and Board of Supervisors on issues affecting the County's airports and surrounding communities.
- Participation in a number of community outreach efforts such as the Community-Buchanan Field Partnership Program.
- Quarterly review of the airports year to date and end of year forecast financial reports.
- Annual review of input on the Part 150 Noise Mitigation recommendations.

Accomplishments

Discussed and advised on the following:

- With completion of the new Byron Airport Jet Center, the Patriot Jet Foundation is working with County school districts to bring aerospace education together with math and science programs in the local school system
- Completed Runway 19R/1L Reconstruction and Overlay (pavement) at Buchanan
- Through the Tenant Recognition Program Recognized: Awards were given to the Mt. Diablo Pilot's Association and the Experimental Aircraft Association for their 2,200+ hours of volunteer work in renovating the old, airport club house. Another Award was also given to Sterling Aviation, for outstanding Line Services
- Completed hangar/building inspections for all facilities at the Byron Airport
- Received a \$122,000 FAA Grant to do infrastructure analysis at the Byron Airport
- Implemented procedures to quickly inform BOS whenever a significant incident occurs at either of the County's Airports
- Implemented procedures to designate the Airport Director's Office as the single point of contact for dissemination of Emergency Information regarding Airport incidents
- The Contra Costa County Sheriff's Office is using the Byron Airport office as a work station; this helps the Sheriff and provides an additional airport security presence
- Completed pavement, crack sealing on the East ramp at Buchanan Airport
- As of December 2013, all Airport debt will have been completely paid off. The BOS had earlier approved a transfer of \$204,000 of retained earnings to the airport emergency reserve fund and another \$60,000 will go to the emergency fund, from this year's airport retained earnings

- To facilitate economic development, county airport hangar tenants were given a CPI waiver effective April 1st. which could be extended to a maximum of (2) more years subject to a fair market rental valuation assessment after each year

Attendance/Representation

- AAC is composed of members representing each of the supervisorial districts, the cities of Concord and Pleasant Hill, Diablo Valley Community College, the Airport Business Association and 2 at-large positions for a total of 11. One position is open due to the April 11th, resignation of David Pfeiffer, representing District V.
- Elected new Committee Officers: Michael Bruno – Chair, Tom Weber – Vice Chair and M. Ed Young – Secretary
- No new members were appointed in 2013 due to term expirations:
Reappointed: Keith McMahon, representing City of Concord
Mike Bruno, representing CCC Airport Business Association
Janet Kaiser, representing Diablo Valley College
- Quorums are achieved at all meetings with good participation from members.
- The AAC is a diverse group of aviation professionals, retired executives, consultants and educators. There is a balanced mix of pilots and non-pilots.
- Several committee members are also involved in other county and city advisory bodies, committees and commissions.

Training/Certification

- Committee members have attended county level training for advisory committee members.
- New members have been advised to participate in computer based and county training when it is held next.

Proposed Objectives for 2014

- Continue to oversee and advise on the progress with the east ramp hangar improvement project.
- Continue to review and advise on the Sanitation District's proposal to put a sustainable farm at the approach end of runway 14.
- Continue to work with staff to enhance opportunities for economic development
- Monitor Naval Weapons Station development plans and potential aviation impacts.
- Continue to review and advise on the infrastructure analysis of the Byron Airport
- Continue to review and advise on the best way to utilize the funds provided by the Mariposa project.
- Continue to pursue community outreach efforts at both airports.
- Continue reviews of airport financials as well as noise statistics and overall operations
- Continue regular discussions with Airport Staff on airport development, projects and issues to disseminate information and offer recommendations and comment.
- Continue to be an open front door to the public on airport matters.
- Continue to work with community members relative to noise concerns or problem.