Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord
Thursday, April 11, 2013, 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 (March 2013)

5. Consider Consent Items
   a. Approve Airport Noise/Statistics Report (February 2013)
   b. Receive Relevant Board Actions
   c. Development Project Matrix (No Current or Ongoing Projects)

6. Presentations/Special Reports

7. Discussion/Action Items
   a. Items Pulled from Consent
   b. Central Contra Costa Sanitary District Land Use Update
   c. AAC Officer Elections
   d. Airport Debt Service Update
   e. Facilitate Economic Development
   f. Tenant BBQ
   g. Airport Staffing Levels

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): May 9, 2013 at 10:00 a.m.
Next Airport Committee Meeting (Tentative): June 24, 2013 at 12:30
CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
March 14, 2013

MEETING CALLED: The meeting was called to order by Chair Mike Bruno at 10:00 a.m. at the Director of Airports' Office.

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

ABSENT:

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Airports Director

OPENING COMMENTS BY CHAIR Dave Ringler with the Patriot Jets Team was welcomed.

PUBLIC COMMENT PERIOD: None


APPROVAL OF CONSENT ITEMS: Moved by Tom Weber; seconded by Rudi Raab. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: None
DISCUSSION/ACTION ITEMS:

a. **Items Pulled from Consent**
   N/A

b. **Central Contra Costa Sanitary District (CCCSD) Land Use Update**
   Tom Weber gave an update on discussions with the Airport Committee and at the Airport Land Use Commission (ALUC) study session.

   Keith Freitas added that Caltrans Division of Aeronautics sent an email expressing similar concerns as the Federal Aviation Administration (FAA) raised. Caltrans requested to review the proposal once a land use permit application is filed.

   Russ Roe expressed the same concerns that were brought up at the last meeting.

c. **AAC Appointment Status**
   Diablo Valley College (DVC) is reappointing Janet Kaiser to the AAC. The reappointment is scheduled to go before the Board of Supervisors on March 19, 2013.

   Mike Bruno and Keith McMahon have both been reappointed.

d. **Airport Fiscal Year (F/Y) 2012/13 Budget at 50%**
   Keith noted that the Airport is on target with expenses at 47% of budget and revenues at 57% of budget.

   It was also noted that there are a few big projects underway; pavement reconstruction and lighting and infrastructure analysis at Byron Airport and General Plan Amendment for Byron Airport. Funds will be drawn from the Mariposa Community Benefit Fund when the projects are complete.

e. **Patriots Jet Team Foundation Update**
   David Ringer gave an update:
   - Received nonprofit status last April.
   - Fund raising efforts have not taken off as of yet due in great part from not getting the land use permits approved yet.
   - ALUC reviewed and approved project with up to 200 participants; can have some focused discreet events up to 600 persons but would work with Airport staff in advance.
   - They are confident they can meet the conditions provided by the ALUC.
   - The key to success is the network of volunteers; have many great ones but can always use more.
   - Another key is partnering with schools; starting to work with a charter high school in Knightsen and Freedom High School to develop programs & curriculum.
     - They are working with Sterling Aviation to develop a hands-on application in mechanical program; they are interested in a radio controlled model program and for principles of flight; will be putting together a plan for Airports to review.
     - The AAC would like to hear more about the radio controlled aircraft component when the plan is developed.
They are sponsoring a private pilot ground school.
- Russ Roe applauded their efforts but commented he had some concerns about rockets and radio controlled aircraft. David responded that Lunar Rocket Club in Livermore is their partner; any use of rockets will be at the Lunar Rocket Club’s sanctioned areas, not at Byron Airport.
- The AAC in general expressed a lot of enthusiasm with their program.
- Safety is a foundation feature or basic underlying element.
- Current focus is on high school aged students.

f. **Facilitate Economic Development**
   Airport staff gave an update of the programs; the implementation of the Consumer Price Index (CPI) increase waiver is scheduled before the full Board of Supervisors on March 19. This is the first of several programs that will be implemented this year.

g. **Tenant BBQ**
   Save the date, May 2\textsuperscript{nd}, for the annual tenant appreciation BBQ; focus is on thanking our businesses and tenants.

**UPDATES/ANNOUNCEMENTS**

a. **Airport Committee Update**
   The Airport Committee met on February 25, 2013.
   - Approved the CPI waiver concepts and want to monitor to see if program is working in 6 months.
   - Discussed CCCSD land use proposals.

b. **What is happening at Buchanan Field & Byron Airports/Other Airports**
   Airport staff reported:
   - April to October on the 3\textsuperscript{rd} Saturday monthly for the Experimental Aircraft Association (EAA) Young Eagles program at the clubhouse.
   - April 19\textsuperscript{th} - Cirrus Program
   - April – California Aviation Day at the State Capital
   - May 2\textsuperscript{nd} – Tenant Appreciation BBQ
   - June 7 – 10 – Proposed/tentative Collings Foundation

c. **Update from Airport Business Association**
   Mike Bruno reported the Airport Business Association met last week and was coordinated by Airport staff.
   - Focus on how to work together to generate more interest and activity at the County airports.
   - Starting to work together to find creative and “out of the box” approaches to get people to the Airports.
   - Next six (6) months the focus will be on how to promote the Airport to get people to come.

d. **AAC Announcements**
   Elections are next month; let others know if you are interested in a position.
e. **Airport Staff Announcements**
Due to the Federal Sequestration – Air Traffic Control Tower’s to close are the contract ones beginning in April (7th) unless something changes. Federally run towers (including Buchanan Field) will have their employees furloughed (11 days per year). If funding issues do not change then other additional tower closures may be considered next year, which would include Concord Tower.

**FUTURE AGENDA ITEMS**
None discussed or provided

Next meeting scheduled for Thursday, April 11 at 10:00 am.

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:18 am.
CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
February 14, 2013

MEETING CALLED: The meeting was called to order by Chair Mike Bruno at 10:08 a.m. at the Director of Airports’ Office.

PRESENT: Mike Bruno, Chair, CCC Airports Business Association
          Janet Kaiser, Diablo Valley College
          David Pfeiffer, Secretary, District V
          Rudi Raab, District I
          Russell Roe, District II
          Rich Spatz, At Large 2
          Tom Weber, Vice Chair, District IV
          Ed Young, At-Large 1

ABSENT: Keith McMahon, City of Concord
        Derek Mims, City of Pleasant Hill
        Ronald Reagan, District III

STAFF: Keith Freitas, Director of Airports
       Beth Lee, Assistant Airports Director

OPENING COMMENTS
BY CHAIR A request was made to move the sustainable farm issue up on the agenda.

PUBLIC COMMENT PERIOD: None

APPROVAL OF MINUTES: Moved by David Pfeiffer; seconded by Rich Spatz. Approved unanimously.

APPROVAL OF CONSENT ITEMS: Moved by Tom Weber; seconded by David Pfeiffer. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: None
DISCUSSION/ACTION ITEMS:

a. **Items Pulled from Consent**
   N/A

b. **Sustainable Farm North of Buchanan Field**
   Central Contra Costa Sanitary District (CCCSD) is looking at three (3) possible uses for 33 acres: sustainable farm, youth soccer fields and a commercial venture that may include soil storage.

   Danea Gemmel gave a brief update on CCCSD Board’s conceptual approval of all three (3) uses; CCCSD staff has been asked to perform due diligence.

   Carolyn Phinney commented:
   - Proposal was made to use 10 acres for a sustainable farm; five acres would be used for edible products for schools and Contra Costa Food Bank.
     - No intention to grow any crops that attract birds.
   - Farm would have a youth component but the youth elements are proposed in zone 4 area; away from quarry and in safest Airport Land Use Commission (ALUC) zone area.
   - The sustainable farm that would provide a teaching opportunity and create fresh produce for schools and the Contra Costa & Solano County Food Bank.
   - Teachers and several elected officials strongly support the sustainable farm concept.

   AAC members expressed concern over:
   - Quality of the products grown due to contamination from surrounding uses.
   - The types of crops grown as some crops like lettuce and kale attract geese.
   - Soccer fields would put kids in the flight path; which is a recipe for problems.
   - Once you set precedence like this at the end of the runway it will/could impact the Airport for years to come.
   - Great concept but concerned about location. Birds, wildlife, kids, adults, etc. encouraged on site is problematic.
   - Limitations from uses will be placed back on airport.

   Keith Freitas commented:
   - The FAA is concerned with wildlife attractants; life cycle issue, crops may attract rodents that would attract raptors that would then be an aviation problem.
   - 90% of aircraft accidents happen within 1,000 feet from center edge of runway.

   Keith recommended hiring a qualified biologist, per FAA guidelines, who performs airport work to review and oversee the plans; also suggested that they perform an analysis of wildlife cycles related to airport impacts.

   AAC members agreed:
   - The biologist’s information would be very helpful for all parties when they consider the proposals.
• More specific information is also needed as it relates to proposal such as density of people, frequency, bird issues, etc.

c. **AAC Appointment Status**  
Mike Bruno and Keith McMahon have both been reappointed.

A letter was sent to Diablo Valley College (DVC) as Janet Kaiser's term ends on March 1. Janet will talk to the President at DVC about their representation; representatives can only hold over 60 days.

Rudi Raab, Rich Spatz, David Pfeiffer and Tom Weber’s terms end March 1, 2014.

d. **Patriots Jet Team Foundation Update**  
Deferred to next meeting since David Rangler could not attend.

e. **Facilitate Economic Development**  
Keith Freitas reported the Airport met its goal of funding the Emergency Reserve Fund. He then gave an overview of Airport staff’s approach to look at the Airport’s business plan and economic viability annually.

Beth Lee gave an overview of Airport staff’s ideas for retention and attraction of tenants.

Mike Bruno and Russ Roe recused themselves from the discussion and any decision.

Beth then reported on a CPI waiver that is being considered. A full program is to be developed with various stakeholders input this year. The CPI waiver is the first step to move the program forward as there is a timing issue. Hangar agreements are subject to CPI increase on April 1st.

Tom Weber requested data on the hangars.

**David Pfeiffer made a recommendation of a CPI waiver for a year starting April 1, 2013; that waiver could be extended up to a maximum of two (2) more years which subject to a fair market rental valuation assessment after each year. Rudi Raab seconded. Approved unanimously.**

f. **Federal Aviation Administration (FAA) – Environmental Assessment Northern California Optimization of Airspace & Procedures in the Metroplex - Early Notification Letter**  
An attachment was included in the packet to give a head’s up that the FAA is looking at the entire airspace in the Bay Area which could result in a change in flight patterns. If there is a flight pattern change it could create noise issues for our communities.

The timing and potential impacts to approach procedures are currently unknown.

**UPDATES/ANNOUNCEMENTS**
a. **Airport Committee Update**
   None

b. **What is happening at Buchanan Field & Byron Airports/Other Airports**
   Keith Freitas reported:
   - Byron Airport Utility Analysis and Pavement projects are underway
   - Airport staff was recognized for their excellence in training
   - Contra Costa County Sheriff’s Office is accessing the Byron Airport in the evenings for patrols.

c. **Update from Airport Business Association**
   Mike Bruno was happy to report that they have had their 5th month of increased business.

d. **AAC Announcements**
   Russ Roe commented on the sustainable farm discussion earlier, that their responses needed some tempering.

   Tom Weber suggested that Airport staff give an opening on a topic prior to turning to outside parties to talk.

e. **Airport Staff Announcements**
   - Close meeting in memory of Joyce Shroeder, who died in January. Joyce was a pilot at Buchanan Field Airport.
   - May 2nd is the Tenant BBQ
   - A marketing survey is being emailed out and Airport staff is requesting that everyone fill it out.

**FUTURE AGENDA ITEMS**
None discussed or provided

Next meeting scheduled for Thursday, March 14 at 10:00 am.

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:52 am.
# Noise Abatement Statistics
## February 2013

<table>
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<tr>
<th></th>
<th># Of Callers</th>
<th>Complaints</th>
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<th>YTD 2012</th>
<th>% CHANGE</th>
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<td></td>
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<td>2013</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>6</td>
<td>7</td>
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<td><strong>LOCATION OF COMPLAINTS</strong></td>
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<td>3</td>
<td>6</td>
<td>6</td>
<td>7</td>
</tr>
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</table>

| **COMPLAINTS ASSOCIATED WITH** |            |            |           |           |          |
| Buchanan Field Airport         | 2          | 0          | 4         | 1         |
| Byron Airport                  | 0          | 2          | 0         | 2         |
| Law Enforcement/Lifeguard Lights | 0     | 4          | 0         | 4         |
| Non-associated                 | 1          | 0          | 2         | 0         |

| **TIME OF INCIDENT**           |            |            |           |           |          |
| Day (0700 - 1700)              | 2          | 2          | 3         | 2         |
| Evening (1700 - 2200)          | 0          | 4          | 0         | 4         |
| Night (2200 - 0700)            | 0          | 0          | 0         | 1         |
| **All Times**                  | 1          | 0          | 3         | 0         |

| **TYPE OF COMPLAINT**          |            |            |           |           |          |
| Noise                          | 0          | 2          | 1         | 2         |
| Low Flying                     | 0          | 0          | 1         | 0         |
| Noise and Low Flying           | 2          | 0          | 2         | 1         |
| Too Many Aircraft              | 1          | 0          | 1         | 0         |
| Other                          | 0          | 4          | 1         | 4         |

| **TYPE OF AIRCRAFT**           |            |            |           |           |          |
| Jet                            | 0          | 0          | 1         | 1         |
| Propeller                      | 1          | 0          | 1         | 0         |
| Helicopter                     | 1          | 6          | 1         | 6         |
| All Types                      | 1          | 0          | 2         | 0         |
| Unknown                        | 0          | 0          | 1         | 0         |
| **TOTAL AIRCRAFT OPERATIONS**  | 6,449      | 5,853      | 12,889    | 11,813    |

| **COMPLAINTS PER 11,000 OPERATIONS** |            |            |           |           |
| 8%                                | 5          | 12         | 6         | 7         |

| **COMPLAINTS PER 11,000 OPERATIONS - BUCHANAN ONLY** |            |            |           |           |
| 308%                             | 3          | 0          | 4         | 1         |

Feb - 1 Complaint from new helicopter
## Contra Costa County Airports
### Monthly Operations Report

#### February 2013

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<tr>
<th></th>
<th>February 2013</th>
<th>February 2012</th>
<th>YTD 2013</th>
<th>YTD 2012</th>
<th>% CHANGE 2012/2013</th>
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<td>Total Operations</td>
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<td>12,669</td>
<td>11,813</td>
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<td>Total Instrument Ops</td>
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<td>Byron Fuel</td>
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<td>First Time Jumps</td>
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<td>28</td>
<td>24</td>
<td>91</td>
<td>40</td>
<td>128%</td>
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</table>
Contra Costa County
Board of Supervisors
APPROVED Board Orders
Relating to County Airports

The following certified Board Orders are attached:

March 12, 2013
APPROVE and AUTHORIZE the Director or Airports, or designee, to execute a month-to-month hangar rental agreement with Lee Ellasian for a shade hangar at Buchanan Field Airport, effective March 1, 2013, in the monthly amount of $172.41.

March 12, 2013
APPROVE and AUTHORIZE the Director or Airports, or designee, to execute a month-to-month hangar rental agreement with Julie Tango Flying Services, LLC for a T-hangar at Buchanan Field Airport, effective January 1, 2013, in the monthly amount of $384.00.

March 19, 2013
APPROVE and AUTHORIZE the Director of Airports, or designee, to waive the Consumer Price Index rent adjustment starting April 1, 2013, for a one year period.

March 19, 2013
APPROVE and AUTHORIZE the Director or Airports, or designee, to execute a month-to-month hangar rental agreement with Robert Whiteley for a shade hangar at Buchanan Field Airport, effective March 1, 2013, in the monthly amount of $172.41.

March 19, 2013
APPROVE and AUTHORIZE the Director or Airports, or designee, to execute a month-to-month hangar rental agreement with Alex Henderson for a shade hangar at Buchanan Field Airport, effective March 1, 2013, in the monthly amount of $172.41.

March 19, 2013
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Kevin Henderscott for a large hangar at Buchanan Field Airport effective March 1, 2013, in the monthly amount of $533.91.

March 19, 2013
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Richard Johnson for a large hangar at Buchanan Field Airport effective March 1, 2013, in the monthly amount of $533.91.

March 19, 2013
REAPPOINT Janet Kaiser as the Diablo Valley College representative to the Aviation Advisory Committee (AAC) as recommended by the Diablo Valley College President.

March 19, 2013
APPROVE the design and bid documents, including the plans and specifications for the Painting Hangar Rows project at Buchanan Field Airport, 550 Sally Ride Drive, Concord, for the Public Works Department; DETERMINE that the project is a California Environmental Quality Act
(CEQA) Class 1d Categorical Exemption; DIRECT the Director of Conservation and Development, or designee, to promptly file a Notice of Exemption with the County Clerk; Direct the Director of Public Works, or designee, to arrange payment of the $25 handling fee to the County Clerk for filing the Notice of Exemption and the $25 handling fee to the Department of Conservation and Development for processing costs; AUTHORIZE the Director of Public Works, or designee, to solicit bids to be reviewed on or about April 25, 2013, and to issue bid addenda, as needed, for clarification of the bid documents, provided the involved changes do not significantly increase the construction cost estimate; DIRECT the Clerk of the Board to publish, at least 14 calendar days before the bid opening date, the Notice to Contractors in accordance with Public Contract Code Section 22037, inviting bids for this project and DIRECT the Director of Public Works, or designee, to send notices to the construction trade journals specified in Public Contract Code Section 22036 at least 15 calendar days before the bid opening.
To: Board of Supervisors  
From: Keith Freitas, Airports  
Date: March 12, 2013  
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 Lee Eliseian for a shade hangar at Buchanan Field Airport effective March 1, 2013, in the monthly amount of $172.41, Pacheco area.

FISCAL IMPACT:  
The Airport Enterprise Fund will realize $2,068.92 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 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.

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

Action of Board On: 03/12/2013 ☑ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:  
VOTE OF SUPERVISORS

AYES 5  NOES 0  
ABSENT 0  ABSTAIN 0  
RECEIVE 0

Contact: Beth Lee, (925) 646-5722

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 12, 2013

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

By: June McHuen, Deputy
BACKGROUND: (CONTD)
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
To: Board of Supervisors
From: Keith Freitas, Airports
Date: March 12, 2013

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 Juliet Tango Flying Services, LLC, for a T-hangar at Buchanan Field Airport effective January 1, 2013 in the monthly amount of $384, 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 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

☐ APPROVE  □ OTHER
☐ RECOMMENDATION OF CNTY ADMINISTRATOR  □ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 03/12/2013  ☑ APPROVED AS RECOMMENDED  □ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES  5  NOES  ____
ABSENT  ____  ABSTAIN  ____
RECUSE  ____

Contact: Beth Lee, (925) 646-5722

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 12, 2013

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

By: June McHuen, Deputy
BACKGROUND: (CONT'D)
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
To: Board of Supervisors  
From: Keith Freitas, Airports  
Date: March 19, 2013  

Subject: Consumer Price Index Rent Adjustment Waiver for the Buchanan Field and Byron Airports

RECOMMENDATION(S):
APPROVE and AUTHORIZE the Director of Airports, or designee, to waive the Consumer Price Index rent adjustment starting April 1, 2013, for a one-year period. (Concord and Byron Areas)

FISCAL IMPACT:
This action has no direct financial impact on the County General Fund. The Airport Enterprise Fund will not recognize additional revenue estimated at $53,000 annually based on a 3% Consumer Price Index factor.

BACKGROUND:
A primary goal of the Airports Division for 2013 is to create and implement a business retention and attraction program to strengthen and grow the Buchanan Field and Byron Airports. While the poor economy is a global condition, the aviation industry has been disproportionately impacted and will be slower to recover. The aviation market sector is limited and there is strong competition within the region to retain and attract the limited users to each airport.

Airports staff has analyzed the tenant and business loss data and competitive market rental rates to understand underlying factors for downturn in based aircraft and increased tenancy turnover at both airports; but

☐ approve  ☐ other
☐ recommendation of cnty administrator  ☐ recommendation of board committee

Action of Board On: 03/19/2013  ☑ APPROVED AS RECOMMENDED  ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 3  NOES
ABSENT 2  ABSTAIN
RECUSE

Contact: Beth Lee, (925) 646-5722

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 19, 2013
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

cc:
BACKGROUND: (CONTD)
most notably at Buchanan Field. The findings were most informative:

- 91% of tenants at Buchanan Field and 67% of those at Byron have recently vacated hangars due to cost
- 11% to 68% (depending on hangar type) of people offered a hangar at Buchanan Field and 46% for Byron declined due to cost
- 3% to 41% (depending on hangar type) of those on the Buchanan Field and 23% on the Byron hangar waiting lists asked to be removed due to cost
- 45% of a recent marketing poll respondents for a new development at Buchanan Field indicated they would decline the opportunity due to cost
- The County rental rates are higher than fair market value compared to their competitors (2011 Cost/Square Foot):

<table>
<thead>
<tr>
<th>Airport</th>
<th>T-Hangars</th>
<th>Box Hangars</th>
<th>Shade Hangars</th>
<th>Tie-Down</th>
<th>Annual Hangar CPI Increases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buchanan Field</td>
<td>$0.35</td>
<td>$0.58</td>
<td>$165.07</td>
<td>$60.00</td>
<td>Yes full amount</td>
</tr>
<tr>
<td>Napa</td>
<td>$0.23</td>
<td>$0.51</td>
<td>$102.00</td>
<td>$40.00</td>
<td>AAC votes annually; no increase in last 3 years</td>
</tr>
<tr>
<td>Livermore</td>
<td>$0.34</td>
<td>$0.39</td>
<td>$180.00</td>
<td>$76.00</td>
<td>Yes; minimum of 1.5%</td>
</tr>
<tr>
<td>Hayward</td>
<td>$0.31</td>
<td>$0.31</td>
<td>None</td>
<td>$60.00</td>
<td>Yes but at 75% of annual CPI amount</td>
</tr>
<tr>
<td>Nut Tree</td>
<td>$0.27</td>
<td>$0.27</td>
<td>None</td>
<td>$50.00</td>
<td>Yes full amount</td>
</tr>
<tr>
<td>Average</td>
<td>$0.30</td>
<td>$0.41</td>
<td>$149.02</td>
<td>$57.20</td>
<td></td>
</tr>
</tbody>
</table>

Comparison to

| Average | 14% | 29% | 10% | 5% |

Byron      | $0.25 | None | None | $40.00 | Yes full amount |
Rio Vista  | $0.20 | $0.20 | None | $32.00 | No(1 increase in past 5 years of $1/month) |
Nut Tree   | $0.27 | $0.27 | None | $50.00 | Yes full amount |
Average    | $0.24 | $0.24 | None | $40.67 |                     |

Comparison to

| Average | 4%      | Not Applicable | Not Applicable | -2% |

Changes in Based Aircraft are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>% Difference</th>
<th>2012</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buchanan Field</td>
<td>446</td>
<td>447</td>
<td>.02%</td>
<td>416</td>
<td>-7%</td>
</tr>
<tr>
<td>Byron Airport</td>
<td>98</td>
<td>98</td>
<td>0%</td>
<td>111</td>
<td>12%</td>
</tr>
</tbody>
</table>

Many, but not all, of the airport leases and rental agreements include an annual Consumer Price Index (CPI) rent adjustment. Of those that have this increase, some include the following language: “In no event will the Ground Rent for any year be less than the Ground Rent in effect for the immediately preceding year. In the event there is a decrease in the CPI or in the fair market rental value of the Premises, Ground Rent for the year in question will be the same as the Ground Rent for the preceding year (emphasis added).” The emphasis is on fairness and equity to best ensure that adjustments are supported by market conditions.

As indicated in the above information, the Contra Costa County fair market hangar rental rates exceed the competitive average and, as a result, are negatively affecting tenancy. A majority of hangar tenants will get a CPI rent increase on April 1, 2013, as these agreements do not include the fair market rental value language. Thus, the first crucial step in retaining and attracting new hangar users to the airports is to waive CPI starting April 1, 2013, for one year, based on the fair market rental rate comparison, in order to make our rental rates more competitive.
The CPI waiver is the first step in initiating the County’s economic retention and development program for the airports. Airports staff will work with tenants, businesses and other stakeholders to develop additional retention and attraction programs for the airports.

The Aviation Advisory Committee reviewed and supported the CPI waiver at their February 14, 2013, meeting and recommended allowing for two additional years of CPI waiver depending on the updated fair market rental valuation information at the end of each year.

On February 25, 2012, the Airport Committee of the Board of Supervisors reviewed the CPI waiver for a one-year period and approved scheduling this item before the full Board of Supervisors for their review and approval.

CONSEQUENCE OF NEGATIVE ACTION:
Will result in a majority of the airports’ tenants receiving a hangar rental and business ground rent increase; making our rates even less competitive which may prompt additional loss of tenants and associated business revenue.

CHILDREN'S IMPACT STATEMENT:
Not Applicable
To: Board of Supervisors  
From: Keith Freitas, Airports  
Date: March 19, 2013  

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 Robert Whiteley for a shade hangar at Buchanan Field Airport effective March 1, 2013, in the monthly amount of $172.41, Pacheco area.

**FISCAL IMPACT:**
The Airport Enterprise Fund will realize $2,068.92 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 February 13, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Lease Agreement for use with the larger East Ramp Hangars.

---

☑ APPROVE  ☐ OTHER
☑ RECOMMENDATION OF CNTY ADMINISTRATOR  ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 03/19/2013 ☑ APPROVED AS RECOMMENDED  ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

<table>
<thead>
<tr>
<th>AYES</th>
<th>NOES</th>
<th>ABSENT</th>
<th>ABSTAIN</th>
<th>RECUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Contact: Beth Lee, (925) 646-5722  
By: Stacey M. Boyd, Deputy

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 19, 2013  
David J. Twa, County Administrator and Clerk of the Board of Supervisors

ce:
BACKGROUND: (CONT'D)
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
To:     Board of Supervisors  
From: Keith Freitas, Airports  
Date: March 19, 2013  

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 Alex Henderson for a shade hangar at Buchanan Field Airport effective March 1, 2013, in the monthly amount of $172.41, Pacheco area.

FISCAL IMPACT:  
The Airport Enterprise Fund will realize $2,068.92 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 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

☐ APPROVE ☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 03/19/2013 ☑ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 3, NOES ___  
ABSENT 2, ABSTAIN ___  
RECUSE ___

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ATTESTED: March 19, 2013  

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

Contact: Beth Lee, (925) 646-5722  
By: Stacey M. Boyd, Deputy
BACKGROUND: (CONTD)
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
To: Board of Supervisors
From: Keith Freitas, Airports
Date: March 19, 2013

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 Kevin Hendershott for a large aircraft hangar at Buchanan Field Airport effective March 1, 2013 in the monthly amount of $533.91, Pacheco area.

FISCAL IMPACT:
The Airport Enterprise Fund will realize $6,406.92 annually.

BACKGROUND:
The County owns four (4) executive hangars on the west side of Buchanan Field Airport in an area that was slated for new development in 2008. Due to a weakened economy, the development did not take place. In September 2012, Airport staff, in conjunction with various County departments, restored the conditions of the hangars, so they may once again be returned to the market for rent to the applicants on the Buchanan Field Airport Large Hangar Waiting List.

CONSEQUENCE OF NEGATIVE ACTION:
A negative action will cause a loss of revenue to the Airport Enterprise Fund.

[☑] APPROVE  [☐] OTHER
[☑] RECOMMENDATION OF CNTY ADMINISTRATOR  [☐] RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 03/19/2013  [☑] APPROVED AS RECOMMENDED  [☐] OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 3  NOES ___
ABSENT 2  ABSTAIN ___
RECUASE ___

Contact: Beth Lee, (925) 646-5722

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ATTESTED: March 19, 2013
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy
CHILDREN'S IMPACT STATEMENT:
Not Applicable
To: Board of Supervisors  
From: Keith Freitas, Airports  
Date: March 19, 2013  
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 Richard Johnson for a large aircraft hangar at Buchanan Field Airport effective March 1, 2013 in the monthly amount of $533.91, Pacheco area.

FISCAL IMPACT:  
The Airport Enterprise Fund will realize $6,406.92 annually.

BACKGROUND:  
The County owns four (4) executive hangars on the west side of Buchanan Field Airport in an area that was slated for new development in 2008. Due to a weakened economy, the development did not take place. In September 2012, Airport staff, in conjunction with various County departments, restored the conditions of the hangars, so they may once again be returned to the market for rent to the applicants on the Buchanan Field Airport Large Hangar Waiting List.

CONSEQUENCE OF NEGATIVE ACTION:  
A negative action will cause a loss of revenue to the Airport Enterprise Fund.

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

Action of Board On: 03/19/2013  ☑ APPROVED AS RECOMMENDED  ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES  3  
NOES  
ABSENT  2  
ABSTAIN  
RECEIVE  

Contact: Beth Lee, (925) 646-5722  
By: Stacey M. Boyd, Deputy

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 19, 2013

David J. Twa, County Administrator and Clerk of the Board of Supervisors
CHILDREN'S IMPACT STATEMENT:
Not Applicable
To: Board of Supervisors
From: Keith Freitas, Airports
Date: March 19, 2013

Subject: Diablo Valley College Reappointment to the Aviation Advisory Committee

RECOMMENDATION(S):
REAPPOINT Janet Kaiser as the Diablo Valley College representative to the Aviation Advisory Committee (AAC) as recommended by the Diablo Valley College President.

Janet Kaiser
1162 Lawrence Rd.
Danville, CA 94523

FISCAL IMPACT:
No fiscal impact

BACKGROUND:
On March 4, 2013, Diablo Valley College sent a letter, to reappoint Janet Kaiser to the Aviation Advisory Committee. Ms. Kaiser would continue to serve as the Diablo Valley College representative to the Committee upon reappointment by the Board of Supervisors and would serve a three year term ending March 1, 2016.

CONSEQUENCE OF NEGATIVE ACTION:
Diablo Valley College will not have representation on the Aviation Advisory Committee.

CHILDREN'S IMPACT STATEMENT:
Not Applicable

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

Action of Board On: 03/19/2013 □ APPROVED AS RECOMMENDED □ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 2 NOES ___
ABSENT 2 ABSTAIN ___
RECUSE ___

Contact: Beth Lee, (925) 646-5722

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 19, 2013
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

ce:
To: Board of Supervisors  
From: Keith Freitas, Airports  
Date: March 19, 2013  

Subject: Diablo Valley College Reappointment to the Aviation Advisory Committee

RECOMMENDATION(S):  
REAPPOINT Janet Kaiser as the Diablo Valley College representative to the Aviation Advisory Committee (AAC) as recommended by the Diablo Valley College President.

Janet Kaiser  
1162 Lawrence Rd.  
Danville, CA 94523

FISCAL IMPACT:  
No fiscal impact

BACKGROUND:  
On March 4, 2013, Diablo Valley College sent a letter, to reappoint Janet Kaiser to the Aviation Advisory Committee. Ms. Kaiser would continue to serve as the Diablo Valley College representative to the Committee upon reappointment by the Board of Supervisors and would serve a three year term ending March 1, 2016.

CONSEQUENCE OF NEGATIVE ACTION:  
Diablo Valley College will not have representation on the Aviation Advisory Committee.

CHILDREN’S IMPACT STATEMENT:  
Not Applicable

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

Action of Board On: 03/19/2013 ☑ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:  

VOTE OF SUPERVISORS

AYES 3, NOES ___  
ABSENT 2, ABSTAIN ___  
RECEIVE ___

Contact: Beth Lee, (925) 646-5722  

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 19, 2013

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

By: June McHuen, Deputy
To: Board of Supervisors  
From: Julia R. Bueren, Public Works  
Date: March 19, 2013  

Contra Costa County

Subject: Approve and Authorize Advertisement for the Painting Hangar Rows Project at Buchanan Field Airport, 550 Sally Ride Drive, Concord

RECOMMENDATION(S):
1. APPROVE the design and bid documents, including the plans and specifications, for the Painting Hangar Rows project at Buchanan Field Airport, 550 Sally Ride Drive, Concord, for the Public Works Department.

2. DETERMINE that the project is a California Environmental Quality Act (CEQA) Class 1d Categorical Exemption; DIRECT the Director of Conservation and Development, or designee, to promptly file a Notice of Exemption with the County Clerk; and DIRECT the Director of Public Works, or designee, to arrange for payment of the $25 handling fee to the County Clerk for filing the Notice of Exemption and the $25 handling fee to the Department of Conservation and Development for processing costs.

3. AUTHORIZE the Director of Public Works, or designee, to solicit bids to be received on or about April 25, 2013, and to issue bid addenda, as needed, for clarification of the bid documents, provided the involved changes do not significantly increase the construction cost estimate.

4. DIRECT the Clerk of the Board to publish, at least 14 calendar days before the bid opening date, the Notice to Contractors in accordance with Public Contract Code Section 22037, inviting bids for this project.

5. DIRECT the Director of Public Works, or designee, to send notices to the construction trade journals specified in Public Contract Code Section 22036 at least 15 calendar days before the bid opening.

☐ APPROVE  ☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR  ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 03/19/2013  ☑ APPROVED AS RECOMMENDED  ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES ____ 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: March 19, 2013

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

Contact: Rob Lim, (925) 313-2000  By: June McHuen, Deputy

ee: PW Accounting, PW CPM Division Manager, PW CPM Project Manager, PW CPM Clerical, PW CPM File: 225-1301, Auditor's Office, County Counsel's Office, County Administrator's Office, County Administrator's Office
RECOMMENDATION(S): (CONT'D)

date.

FISCAL IMPACT:
100% Airport Enterprise Funds.

BACKGROUND:
Plans and specifications for the project have been prepared for the Public Works Department by Interactive Resources, Inc. and filed with the Clerk of the Board by the Director of Public Works. The construction cost estimate is $140,000 and the general prevailing wage rates are on file with the Clerk of the Board of Supervisors and will be the minimum rates paid on this project.

The project scope includes painting the exterior of certain existing structures at the Buchanan Field Airport in Concord which have deteriorating paint, including Hangar Row F (a 11,760 square feet metal building housing multiple aircraft hangars), the Owner's Maintenance Hangar, and the Generator Shed, and includes removal and abatement of flaking/peeling lead-containing paint.

The project includes alternates so that, if budget allows, additional Hangar Rows can be painted.

CONSEQUENCE OF NEGATIVE ACTION:
If the project is not approved, this would result in further deterioration of the exterior of the hangar rows.

CHILDREN'S IMPACT STATEMENT:
Not applicable.
# Contra Costa County Airports
## Debt Payment Schedule
### As of March 21, 2013

<table>
<thead>
<tr>
<th>Pmt. #</th>
<th>Fiscal Year</th>
<th>Date</th>
<th>Airport</th>
<th>Principal</th>
<th>Interest</th>
<th>Total Pmt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>08-09</td>
<td>5/1/09</td>
<td>Buchanan</td>
<td>$10,096.54</td>
<td></td>
<td>$18,697.30</td>
<td>Paid</td>
</tr>
<tr>
<td>1</td>
<td>08-09</td>
<td>5/1/09</td>
<td>Byron</td>
<td>$8,600.76</td>
<td></td>
<td>$18,697.30</td>
<td>Paid</td>
</tr>
<tr>
<td>2</td>
<td>09-10</td>
<td>11/1/09</td>
<td>Buchanan</td>
<td>$10,096.54</td>
<td></td>
<td>$18,697.30</td>
<td>Paid</td>
</tr>
<tr>
<td>2</td>
<td>09-10</td>
<td>11/1/09</td>
<td>Byron</td>
<td>$8,600.76</td>
<td></td>
<td>$18,697.30</td>
<td>Paid</td>
</tr>
<tr>
<td>3</td>
<td>09-10</td>
<td>5/1/10</td>
<td>Buchanan</td>
<td>$10,800.00</td>
<td>$10,096.54</td>
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<td>3</td>
<td>09-10</td>
<td>5/1/10</td>
<td>Byron</td>
<td>$9,200.00</td>
<td>$8,600.76</td>
<td>$38,697.30</td>
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<tr>
<td>4</td>
<td>10-11</td>
<td>11/1/10</td>
<td>Buchanan</td>
<td>$47,923.69</td>
<td>$9,805.48</td>
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<tr>
<td>4</td>
<td>10-11</td>
<td>11/1/10</td>
<td>Byron</td>
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<td>11/1/11</td>
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<td>5/1/12</td>
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*Buchanan (org 4841): 54%
Byron (org 4861): 46%*