

**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord
Thursday, July 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 (May 2013)**
- 5. Consider Consent Items**
 - a. Approve Airport Noise/Statistics Report (April and May 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. Set AAC Meeting Calendar for July 2013 – April 2014
 - c. AAC Tenant Recognition Award Selection
 - d. Financing/New Debt Service (List of projects to be considered)
 - e. Updated Aircraft Hangar Waiting List Application and Guidelines
 - f. New Advisory Committee Guidelines
 - g. Overview of Hangar Painting Project
- 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): August 8, 2013 at 10:00 am
Next Airport Committee Meeting (Tentative): September 23, 2013 at 12:30 pm**

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
May 9, 2013**

MEETING CALLED: The meeting was called to order by Chair Mike Bruno at 10:30 a.m. at the Director of Airports' Office.

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

ABSENT: **Janet Kaiser, Diablo Valley College**
Russell Roe, District II

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

**OPENING COMMENTS
BY CHAIR** None

**PUBLIC COMMENT
PERIOD:** Duane Allen reported that he almost clipped an illegally parked car yesterday, between the hangars (East ramp). Keith Freitas responded that Airport policy is that there is no parking in front of the hangar unless you are tending to it. Tenants should call the Airport's office when this occurs immediately so that it can be dealt with.

Rudi Raab asked tenants at the barbecue what Airport staff could do better; tenants responded they'd prefer rent to be rounded to nearest dollar rather than using cents.

Rich Spatz stated that he took his granddaughter to the Young Eagles event. He further stated that it was a really good event and well run.

APPROVAL OF MINUTES:

Moved by Rudi Raab; seconded by Tom Weber. Keith McMahon abstained. Approved unanimously.

APPROVAL OF CONSENT ITEMS:

Moved by Tom Weber; seconded by Rich Spatz. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: Review of Regional Aviation Activity Tracking Report
Keith Freitas referenced the Regional Airport Planning Committee report in packet. General information provided; regional information of most interest is shown on page 4.

- From 2007 to 2012, Oakland and San Jose airports are still below their peaks and San Francisco Airport (SFO) has grown above their peak.
- It appears that the airliners are using a business model that compels more passengers to SFO over others.
- Looking at ways and/or incentives to shift the volumes around to less busy airports (San Jose International and Oakland International).

Keith McMahon stated that San Francisco is experiencing a rise in tourism and special events which may not be spilling over to other area airports as of yet.

The statistics help to show likelihood of commercial service from Buchanan Field; even if it handled 1 million passengers that would only relieve the regional congestion by about 1%. Long term solutions could include joint use of Travis Air Force Base or another facility that can help relieve 10 – 20 % of the regional congestion. Airline trend is to move out of smaller airports to consolidate operations at larger airports.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. 75% Budget for Fiscal Year (F/Y) 2012/13

Keith Freitas reported that the Airports' budget continues to be on target; revenues are up slightly and expenditures are slightly lower than projected.

c. Facilitate Economic Development

The program to facilitate economic development will be broadened; the one-year Consumer Price Index (CPI) waiver was a good starting point. Next steps:

- Videos for marketing and then information dissemination
 - Intent is to create a sense of place/presence for the airports first and then provide connecting videos on specific topics later.

- Will work with stakeholders.
- Potential new debt service for infrastructure improvements, building enhancements and new development opportunities.

d. AAC Tenant Recognition

Tom Weber gave a reminder about the program and asked the AAC to help promote it. The AAC did receive a couple of tenant recognition nominations that were filled out at the barbecue.

e. Tenant Barbecue

The barbecue was successful with about 320 people attending.

Mike Bruno commented that the barbecue was serving its purpose well of getting people really talking to one another.

Tom Weber commented it is a good opportunity to reconnect with the tenants and to discuss airport issues. Also it is a good way to connect the tenants to one another.

f. AAC Member Communication with Appointing Body

Tom Weber commented that they were trying to get a benchmark as to how AAC members get and give information to their represented bodies. Tom further commented that District IV Supervisor's office likes to be apprised of any issues especially if they are controversial, and to have an email recap of meetings sent.

Derek Mims stated that no one at Pleasant Hill City Council has asked anything of him since he has been on the committee. Lately, there has been really nothing of major interest that affects the Pleasant Hill area.

Mike Bruno stated that he tries to put together a monthly meeting with the Airport Business Group to go over issues; attendance varies based on topics.

Rudi Raab stated he informally chats with his District's Supervisor and his Chief of Staff about issues to give feedback and get guidance.

Ronald Reagan stated there has been no input or feedback as yet. Interest of Byron Airport tenants is to attract more tenants and to get a Fixed Base Operator (FBO).

Keith McMahon stated the focus of City of Concord has shifted to other areas and needs; more informal discussions at present.

Derek Mims questioned whether they could develop a fact sheet of why the airports matter which would give the overall big picture plus key points, etc.

Cliff Glickman, Chief of Staff for District IV Supervisor, commented that the Airport is a key asset in their district and they expect their appointees to take initiative to contact them if something of importance is occurring. He also suggested AAC members asking those they represent what is expected of them.

g. Airport Staffing Levels

Keith Freitas reported this was a carryover of a discussion at the last meeting. In the Operations side:

- Had 8 employees but lost two (2) to retirement.
- Takes at least six (6) months to hire through County process, and due to training, about another 12 months to get an employee ready for full shift.
 - The hiring process cannot start until a person actually leaves; not a funding issue but a timing and training issue.
- Due to staffing changes it is likely that 24/7 coverage at Buchanan Field likely cannot be sustained; too much overtime for employees (too draining).
- Confirmed with comparable airports (Napa, Livermore, Reid Hillview) that they do not have 24/7 coverage.
- Goal is to have staff at a minimum of 7 am to 10 pm daily at Buchanan Field.

Derek Mims asked about having a training pipeline. Airport staff responded:

- Currently assessing all options but there are financial considerations to be evaluated.
- Also looking at all employment classifications to increase staffing levels.

Ronald Reagan questioned why it was necessary to wait until a person is gone to start the process for replacement. Airport staff responded that the County process is not that flexible and that the public hiring process is more complicated than that for the private sector.

Rudi Raab stated that other County departments do succession planning in advance of changing.

Keith Freitas stated that the Airports have tried a variety of thing like extending the employment list but that did not work; have been exploring all options. The tradeoff cost of hiring excess staff in advance is not having funds available for necessary maintenance activities.

The AAC voiced their desire to support the Airports' actions and needs.

Mike Bruno stated that a loss of staff at night may not be a loss for the airport users, especially if they can hire at lower levels and use staff more where needed.

Ed Young questioned whether a security position could be used rather than an operations position. Keith Freitas responded that he had talked to the Sheriff and their program is more than or equal to in costs to an Operations position. Airport staff is looking at all opportunities like security cameras, lighting, motion detectors, etc.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Next meeting is tentatively scheduled for June 24, 2013.

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

- Experimental Aircraft Association (EAA) Young Eagles – 3rd Saturday of the month through September.
- Collings Foundation – June 7 through June 9
- Eagle Scout Project – Sign at clubhouse and monument at public viewing plaza has been installed.

c. Update from Airport Business Association

Mike Bruno reported a full motion simulator was installed and is open for use.

- An invitation was made to come and try it; the invitation was well received.
- The simulator is anticipated to be an active tool.

d. AAC Announcements

Tom Weber reported the Airport Land Use Commission (ALUC) meeting scheduled for May was cancelled.

- A special meeting will likely be held for a land use application that is coming through.
- Contra Costa Sanitary District (CCSD) property update:
 - CCSD's consultant, ESA, put together a broad plan but with little detail that was sent to the Federal Aviation Administration (FAA).

Mike Bruno stated that he had talked with CCSD staff at the barbecue and got the impression they were not clear on what they are going to do at this time.

- Goal is to use the property and be a good neighbor.

Tom Weber also commented that CCSD also does not want to take on any unnecessary liability.

e. Airport Staff Announcements

None

FUTURE AGENDA ITEMS

None

Next meeting scheduled for Thursday, June 13 at 10:00 am.

ADJOURNMENT: The meeting was adjourned by the Chair at 11:26 am.

FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
April 11, 2013**

MEETING CALLED: The meeting was called to order by Chair Mike Bruno at 10:09 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
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
Russell Roe, District II

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

**OPENING COMMENTS
BY CHAIR** None

**PUBLIC COMMENT
PERIOD:** Cliff Glickman, Chief of Staff for District 4 Supervisor, commented that their office has not had a complaint regarding noise in two (2) years. The system is obviously working well and Airport Staff is doing a really good job.

**APPROVAL OF
MINUTES:** **Moved by Tom Weber; seconded by Rich Spatz. Approved unanimously.**

**APPROVAL OF
CONSENT ITEMS:**

Tom Weber made a motion to pull noise statistics and approve the remaining consent items with noise; seconded by Rudi Raab. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

Tom Weber commented that noise statistics should be pulled quarterly to keep them as a main focus.

- Tom commented that since he has been involved with the airports, there has never been a time when a pilot did something wrong to cause the noise complaint.

Keith Freitas commented that generally most issues occur when an aircraft operator comes into the Airport with an aircraft that exceeds the noise ordinance.

- In March a Gulfstream 2 came into Buchanan Field and generated a noise complaint while inbound. Staff worked with the pilot to depart during midday; which they did and there were no further complaints. Staff did a great job.
- An FAA list is used for determining non-compliant aircraft, unless operator can show they modified it with a hush kit or another method to lessen noise impacts.

b. Central Contra Costa Sanitary District (CCCSD) Land Use Update

Tom Weber reported that several CCCSD staff and a Board member attended the last Airport Land Use Commission (ALUC) meeting.

- CCCSD has hired an environmental firm with strong aviation knowledge to review the uses proposed.
- The soccer field concept is no longer proceeding.

Beth Lee reported ESA has completed the draft analysis and CCCSD staff is reviewing it prior to sending it out to others for review.

Keith Freitas commented that CCCSD has concerns about the uses and are compiling information to be forwarded to the Federal Aviation Administration (FAA) for review and consideration.

Rudi Raab expressed concern that if something does go wrong the Airport could be held liable. Airport staff responded that there is a process that ultimately has to be followed and the County has the discretionary approval for land use considerations.

c. AAC Officer Elections

Mike Bruno announced that David Pfeiffer took a position in Portland and had put in his resignation, effective immediately.

There was a question of deferring the elections to another meeting; bylaws, however, are clear about voting in April and the AAC did have a quorum to carry out the vote.

Tom Weber nominated Mike Bruno for Chair. Seconded by Ed Young. **Approved Unanimously.**

Mike Bruno nominated Tom Weber as Vice Chair. Seconded by Ed Young. **Approved Unanimously.**

Mike Bruno nominated Ed Young as Secretary. Seconded by Tom Weber. **Approved unanimously.**

d. Airport Debt Service Update

Keith Freitas referred to an attachment in the packet.

- When he came to the Airports 15 years ago the Airport had debt of over \$6.5 million and owed the County General fund another \$1 million, mostly due to building the Byron Airport.
- As of this fall the Airport will have all debt paid off.
- Staff is now looking to the future and seeing what capital needs are to be considered that would require financing as not all projects are FAA eligible or there is insufficient FAA funding to address them.
- Interest rates are currently low so now is the time to consider these projects.
- Airport staff will be packaging projects and bringing them back to the AAC for discussion.

Ed Young asked if the weeds coming through the parking lot on John Glenn Drive were sprayed. Airport staff will check.

e. Facilitate Economic Development

Airport staff reported the Consumer Price Index (CPI) waiver was approved. Airport staff will be working with stakeholders to determine next components.

f. Tenant BBQ

The annual tenant appreciation BBQ is scheduled for May 2 from 11:30 to 2:00. Airport staff is expecting a good turn out this year.

g. Airport Staffing Levels

Keith Freitas referenced the organization chart in the packet.

- Attrition and pension issues have hit the Operations area hard.
 - Cannot start the hiring process until someone leaves; then with training time takes about 18 months to get a new Operations person in and ready to take a shift.
- Buchanan Field currently has 24 hour coverage which is much higher than normal for similar airports (usually 8 – 16 hours of coverage a day).
 - For cost and staffing levels we are likely heading towards a change to this reduced coverage level at Buchanan Field.
 - Will bring this back through the AAC and Airport Committee for discussion.
 - Sheriff's office has helicopter based here and this helps with nighttime security when they are flying.

- The regulatory side for Airports is increasing and Airport staff is looking to change Byron Operations to a Lead position due to the complexity.
- Rusty Milburn was promoted to a Lead to fill the vacancy left by Mark Grosenheider's retirement.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

Next meeting is June 24, 2013.

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

Airport staff gave an overview of the painting project at Buchanan Field. County Capital Projects is managing the project due to lead abatement. Project is expected to start this summer.

c. Update from Airport Business Association

Mike Bruno reported Sterling was accepted by the Employment Development Department (EDD) to get its first student, as a test, to go through the process to be a pilot.

- Estimated to have a full motion simulator installed on April 17 which should be open for use around May 1.
- Just worked with Patriot Jet Team Foundation to video the flight simulator as it would be both a marketing and a training tool.

d. AAC Announcements

Mike Bruno welcomed Ed Young to the AAC Officer's group.

e. Airport Staff Announcements

Michael Chaney, for his Eagle Scout Project, will be installing an acknowledgement monument at the public viewing plaza and a sign at the Airport clubhouse on April 27 and April 28.

FUTURE AGENDA ITEMS

Open discussion to share information amongst AAC members about getting information and giving information to those people they represent.

Next meeting scheduled for Thursday, May 9 at 10:00 am.

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

Noise Abatement Statistics

April 2013

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2013	2013	2012	2013	2012	
TOTAL NUMBER OF COMPLAINTS	6	6	6	15	19	-21%
LOCATION OF COMPLAINTS						
Concord	3	3	0	7	3	133%
Pleasant Hill	0	0	1	1	5	-80%
Pacheco	0	0	1	2	2	0%
Martinez	2	2	0	3	1	200%
Byron	0	0	0	0	2	-100%
Other	1	1	4	2	6	-67%
Subtotal	6	6	6	15	19	-21%
Special Events	0	0	0	0	0	0%
Total Number of Complaints	6	6	6	15	19	-21%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		5	3	12	7	
Byron Airport		0	0	0	2	
Law Enforcement/Lifeguard Lights		0	0	0	4	
Non-associated		1	3	3	6	
TIME OF INCIDENT						
Day (0700 - 1700)		3	3	7	7	
Evening (1700 - 2200)		2	2	4	9	
Night (2200 - 0700)		1	0	1	2	
All Times		0	1	3	1	
TYPE OF COMPLAINT						
Noise		2	0	4	4	
Low Flying		1	1	2	4	
Noise and Low Flying		3	1	7	2	
Too Many Aircraft		0	0	1	0	
Other		0	5	1	10	
TYPE OF AIRCRAFT						
Jet		1	0	4	4	
Propeller		3	4	4	6	
Helicopter		1	2	2	9	
All Types		0	0	2	0	
Unknown		1	0	3	0	
	0	0	0	0	0	
	0	0	0	0	0	
TOTAL AIRCRAFT OPERATIONS		7,385	6,942	26,650	24,156	10%
COMPLAINTS PER 11,000 OPERATIONS		9	10	7	9	-22%
COMPLAINTS PER 11,000 OPERATIONS - BUCHANAN ONLY		7	5	6	3	70%

Feb - 1 Complaint from news helicopter

Contra Costa County Airports Monthly Operations Report

April 2013

	April 2013	April 2012	YTD 2013	YTD 2012	% CHANGE 2012/2013
AIRCRAFT OPERATIONS					
Total Operations	7,385	6,942	26,650	24,156	10%
Local Operations	3,610	2,988	12,577	10,474	20%
Itinerant Operations	2,985	3,114	10,865	11,100	-2%
Total Instrument Ops	569	683	2,357	2,662	-11%
FUEL FLOWAGE					
100 Octane	17,299	20,243	64,255	70,585	-9%
Jet Fuel	54,261	54,948	209,005	200,776	4%
Total	71,560	75,191	273,260	271,361	1%
BYRON INFORMATION					
Byron Fuel	3,421	4,187	13,049	10,400	25%
SKYDIVERS					
Number of Flights	124	194	584	500	17%
Experienced Jumps	1,205	1,973	6,108	5,225	17%
First Time Jumps	147	218	646	547	18%
Student Jumps	35	48	179	109	64%

Noise Abatement Statistics

May 2013

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2013	2013	2012	2013	2012	
TOTAL NUMBER OF COMPLAINTS	5	5	3	20	22	-9%
LOCATION OF COMPLAINTS						
Concord	0	0	1	7	4	75%
Pleasant Hill	1	1	0	2	5	-60%
Pacheco	1	1	0	3	2	50%
Martinez	0	0	1	3	2	50%
Byron	0	0	0	0	2	-100%
Other	3	3	1	5	7	-29%
Subtotal	5	5	3	20	22	-9%
Special Events	0	0	0	0	0	0%
Total Number of Complaints	5	5	3	20	22	-9%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		4	1	16	8	
Byron Airport		0	0	0	2	
Law Enforcement/Lifeguard Lights		1	1	1	5	
Non-associated		0	1	3	7	
TIME OF INCIDENT						
Day (0700 - 1700)		5	2	12	9	
Evening (1700 - 2200)		0	1	4	10	
Night (2200 - 0700)		0	0	1	2	
All Times		0	0	3	1	
TYPE OF COMPLAINT						
Noise		1	0	5	4	
Low Flying		3	0	5	4	
Noise and Low Flying		1	3	8	5	
Too Many Aircraft		0	0	1	0	
Other		0	0	1	10	
TYPE OF AIRCRAFT						
Jet		1	0	5	4	
Propeller		1	2	5	8	
Helicopter		3	1	5	10	
All Types		0	0	2	0	
Unknown		0	0	3	0	
	0	0	0	0	0	
	0	0	0	0	0	
TOTAL AIRCRAFT OPERATIONS		6,674	7,374	33,324	31,530	6%
COMPLAINTS PER 11,000 OPERATIONS		8	5	8	8	-6%
COMPLAINTS PER 11,000 OPERATIONS - BUCHANAN ONLY		7	2	6	3	107%

Feb - 1 Complaint from news helicopter
 May - 2 Complaints from UH-1 helicopter

Contra Costa County Airports Monthly Operations Report

May 2013

	May 2013	May 2012	YTD 2013	YTD 2012	% CHANGE 2012/2013
AIRCRAFT OPERATIONS					
Total Operations	6,674	7,374	33,324	31,530	6%
Local Operations	2,805	3,291	15,382	13,765	12%
Itinerant Operations	2,958	3,215	13,823	14,315	-3%
Total Instrument Ops	653	633	3,010	3,295	-9%
FUEL FLOWAGE					
100 Octane	17,604	23,651	81,859	94,236	-13%
Jet Fuel	58,440	42,823	267,445	243,599	10%
Total	76,044	66,474	349,304	337,835	3%
BYRON INFORMATION					
Byron Fuel	2,394	4,836	15,443	15,236	1%
SKYDIVERS					
Number of Flights	73	129	657	629	4%
Experienced Jumps	1,067	1,265	7,175	6,490	11%
First Time Jumps	172	192	818	739	11%
Student Jumps	25	23	204	132	55%

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

The following certified Board Orders are attached:

- May 7, 2013* *Declare vacant the District V seat on the Aviation Advisory Committee held by David W. Pfeiffer, who resigned, and Direct the Clerk of the Board to post the vacancy.*
- May 14, 2013* *AUTHORIZE the Director of Airports, or designee, to submit an Airport Improvement Program (AIP) grant application to both the Federal Aviation Administration (FAA) and the California Department of Transportation-Division of Aeronautics (Caltrans) for approximately \$100,000 and \$2,500, respectively, to perform a Wildlife Hazard Assessment for the Buchanan Field Airport. APPROVE and AUTHORIZE the Chair of the Board of Supervisors to sign a Statement of Acceptance with the Federal Aviation Administration for grant funds to perform the Wildlife Hazard Assessment for Buchanan Field Airport in the amount of approximately \$100,000.00. APPROVE and AUTHORIZE the Director of Airports, or designee, to sign an acceptance of funds under the California Aid to Airports Program Grant Agreement-Federal AIP Matching Funds grant program to perform the Wildlife Hazard Assessment for Buchanan Field Airport in the amount of approximately \$2,500.00*
- May 14, 2013* *APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Scott Newman for a T-hangar at Buchanan Field Airport effective May 1, 2013, in the monthly amount of \$383.74.*
- May 21, 2013* *APPROVE Appropriation Adjustment No. 5086 in the amount of \$191,951 for the Byron Airport Enhancements project.*
- June 4, 2013* *APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Robert Walts for a T-hangar at Buchanan Field Airport effective May 21, 2013, in the monthly amount of \$383.74.*
- June 4, 2013* *AWARD Construction Contract for the Painting Hangar Rows Project at the Buchanan Field Airport, 550 Sally Ride Drive, Concord.*
- June 25, 2013* *APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Nathan Clakley for a T-hangar at Buchanan Field Airport effective June 1, 2013, in the monthly amount of \$383.74.*
- June 25, 2013* *APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Todd Martz for a T-hangar at Buchanan Field Airport effective June 1, 2013, in the monthly amount of \$383.74.*



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: May 7, 2013

Subject: Accept Resignation of David W. Pfeiffer from the Aviation Advisory Committee

RECOMMENDATION(S):

DECLARE vacant the District V seat on the Aviation Advisory Committee held by David W. Pfeiffer, who resigned, and DIRECT the Clerk of the Board to post the vacancy.

FISCAL IMPACT:

None.

BACKGROUND:

The function of the Aviation Advisory Committee:

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

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 05/07/2013 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: May 7, 2013

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

Contact: Vincent Manuel
925-427-8138

By: , Deputy

cc:

BACKGROUND: (CONTD)

for the Director of Airports regarding policy matters at and around the airports.

CONSEQUENCE OF NEGATIVE ACTION:

Position would remain unfilled.

CHILDREN'S IMPACT STATEMENT:

None.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: May 14, 2013

Subject: Acceptance of Federal Aviation Administration and Caltrans Grant Funding for Buchanan Field Airport Wildlife Hazard Assessment

RECOMMENDATION(S):

AUTHORIZE the Director of Airports, or designee, to submit an Airport Improvement Program (AIP) grant application to both the Federal Aviation Administration (FAA) and the California Department of Transportation-Division of Aeronautics (Caltrans) for approximately \$100,000 and \$2,500, respectively, to perform a Wildlife Hazard Assessment for the Buchanan Field Airport.

APPROVE and **AUTHORIZE** the Chair of the Board of Supervisors to sign a Statement of Acceptance with the Federal Aviation Administration for grant funds to perform the Wildlife Hazard Assessment for Buchanan Field Airport in the amount of approximately \$100,000.00.

APPROVE and **AUTHORIZE** the Director of Airports, or designee, to sign an acceptance of funds under the California Aid to Airports Program Grant Agreement-Federal AIP Matching Funds grant program to perform the Wildlife Hazard Assessment for Buchanan Field Airport in the amount of approximately \$2,500.00.

FISCAL IMPACT:

There is no impact on the County General Fund. The total project amount will be approximately

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 05/14/2013 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 5 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: May 14, 2013

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

Contact: Beth Lee, (925) 646-5722

By: Stacey M. Boyd, Deputy

cc:

FISCAL IMPACT: (CONTD)

\$111,112.00. Approximately 90%, or \$100,000.00, will be from the FAA, approximately 2.25% or \$2,500.00 will be from Caltrans, and approximately 7.75% or \$8,611.00 will be from the Airport Enterprise Fund.

BACKGROUND:

This FAA grant funding request is consistent with the Buchanan Field Airport Master Plan adopted by the Board of Supervisors on October 28, 2008. Buchanan Field is a Part 139 certificated airport and, as such, it must have a Wildlife Hazard Assessment performed and documented to be consistent with Federal Aviation Administration (FAA) requirements as outlined in Title 14 CFR 139.337, and comply with FAA Advisory Circular 150/5200-33. This project is eligible for Federal Aviation Administration Airport Improvement Program Funding. The estimated project cost is based on costs of similar studies for other general aviation airports; however, few were for California airports. As such, the actual project cost and associated federal and state grant funding request, however, may be higher or lower than the estimated amount.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not receive the FAA Grant funding necessary to conduct the required Wildlife Hazard Assessment for Buchanan Field Airport.

CHILDREN'S IMPACT STATEMENT:

Not Applicable



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: May 14, 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 Scott Newman, for a T-hangar at Buchanan Field Airport effective May 1, 2013 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 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

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 05/14/2013 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 5 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: May 14, 2013

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)

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



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: May 21, 2013

Subject: APPROVE AND AUTHORIZE APPROPRIATION ADJUSTMENT FOR BYRON AIRPORT'S AIP 13 PROJECT

RECOMMENDATION(S):

APPROVE Appropriation Adjustment No.5086 in the amount of \$191,951 for the Byron Airport Enhancements project

FISCAL IMPACT:

There will be no impact to the General Fund. 90% funded by a Federal Aviation Administration grant and 10% funded by the Mariposa Energy Project Community Benefits Fund.

BACKGROUND:

On April 24, 2012, the Board authorized staff to submit a grant application to the Federal Aviation Administration (FAA) for enhancements to the pavement at and to perform a utility analysis for the Byron Airport. The FAA awarded the Airport Improvement Program grant in the amount of \$207,360 in September 2012; grant commonly known as Airport Improvement Program (AIP) 13. This FAA funding opportunity was not known when we adopted our 2012/13 Fiscal Year budget and, as a result, the project expenses and revenues were not included in the budget.

On December 4, 2012, the Board authorized the contract with Mead and Hunt to perform the utility analysis portion of the AIP 13 project and also approved the use of a portion of the Mariposa Energy Project

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 05/21/2013 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 5 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: May 21, 2013

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

Contact: Beth Lee, (925) 646-5722

By: June McHuen, Deputy

cc:

BACKGROUND: (CONT'D)

Community Benefits Fund for the local FAA grant match.

On January 15, 2013, the Board authorized the contract with Kimley Horn and Associates to perform the pavement maintenance component of the project and also approved the use of a portion of the Mariposa Energy Project Community Benefits Fund for the local FAA grant match.

The estimated cost of the project is \$230,400.

CONSEQUENCE OF NEGATIVE ACTION:

Appropriation adjustments will not occur and the Airport Enterprise Fund budget will show an overspent amount in this account.

CHILDREN'S IMPACT STATEMENT:

Not Applicable



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: June 4, 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 Walts, for a T-hangar at Buchanan Field Airport effective May 21, 2013 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 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: 06/04/2013 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 5 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: June 4, 2013

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: (CONTD)

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



Contra
Costa
County

To: Board of Supervisors
From: Julia R. Bueren, Public Works Director/Chief Engineer
Date: June 4, 2013

Subject: AWARD Construction Contract for the Painting Hangar Rows Project at the Buchanan Field Airport, 550 Sally Ride Drive, Concord

RECOMMENDATION(S):

- (1) APPROVE design, plans, and specifications for the above project.
- (2) DETERMINE that the bid submitted by Seven Island Painting, Inc. ("Seven Island Painting") is non-responsive for failure to comply with the requirements of the County's Outreach Program for this project, as provided in the project specifications, and REJECT Seven Island Painting's bid on that basis.
- (3) DETERMINE that the bid submitted by G & G Painting, Inc. ("G & G Painting") is non-responsive for failure to comply with the requirements of the County's Outreach Program for this project, as provided in the project specifications, and REJECT G & G Painting's bid on that basis.
- (4) DETERMINE that the bid submitted by EVRA Construction, Inc. ("EVRA") complied with the requirements of the County's Outreach Program for this project, as provided in the project specifications, and WAIVE any irregularities in such compliance and FURTHER DETERMINE that EVRA submitted the lowest responsive and responsible bid for this project.
- (5) AWARD the construction contract for the above project to EVRA in the amount of \$165,000 (Base Bid and Additive Alternates #1 - #4) and DIRECT that the Public Works Director, or designee, shall prepare the contract.
- (6) DIRECT that EVRA shall submit two good and sufficient security bonds (performance and payment bonds) in the

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

Action of Board On: 06/04/2013 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 5 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: June 4, 2013
 David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Rob Lim (925) 313-2000 By: Stacey M. Boyd, Deputy

RECOMMENDATION(S): (CONTD)

amount of \$165,000 each.

(7) ORDER that, after the contractor has signed the contract and returned it, together with the bonds, evidence of insurance, and other required documents, and the Public Works Director has reviewed and found them to be sufficient, the Public Works Director, or designee, is authorized to sign the contract for this Board.

(8) ORDER that, in accordance with the project specifications and/or upon signature of the contract by the Public Works Director, or designee, any bid bonds posted by the bidders are to be exonerated and any checks or cash submitted for security shall be returned.

(9) AUTHORIZE the Public Works Director, or designee, to sign any escrow agreements prepared for this project to permit the direct payment of retentions into escrow or the substitution of securities for moneys withheld by the County to ensure performance under the contract, pursuant to Public Contract Code Section 22300.

(10) AUTHORIZE the Public Works Director, or designee, to order changes or additions to the work pursuant to Public Contract Code Section 20142.

(11) DELEGATE, pursuant to Public Contract Code Section 4114, to the Public Works Director, or designee, the Board's functions under Public Contract Code Sections 4107 and 4110.

(12) DECLARE that, should the award of the contract to EVRA be invalidated for any reason, the Board would not in any event have awarded the contract to any other bidder, but instead would have exercised its discretion to reject all of the bids received. Nothing in this Board Order shall prevent the Board from re-awarding the contract to another bidder in cases where the successful bidder establishes a mistake, refuses to sign the contract, or fails to furnish required bonds or insurance (see Public Contract Code Sections 5100-5107).

FISCAL IMPACT:

The project is funded by Airport Enterprise funds.

BACKGROUND:

The base scope of the project involves painting the exterior of certain existing structures at the Buchanan Field Airport in Concord which have deteriorating paint, including Hangar Row F (a 11,670 square feet metal building housing multiple aircraft hangars), the Owner's Maintenance Hangar, and the Generator Shed. Painting of additional hangar rows is included in the Additive Alternates. Painting involves removal and abatement of existing flaking/peeling lead-containing paint.

Plans and specifications for the project were prepared for the Public Works Department by Interactive Resources, Inc. and filed with the Clerk of the Board by the Public Works Director. Bids were received and opened by the Public Works Department on April 25, 2013, and the bid results are shown on Attachment 1.

A description of the bid alternates is summarized on Attachment 2. All alternates (#1 - #4) are recommended for award.

Nine bids were below the Architect's Estimate of \$140,000 (Base Bid). In evaluating the apparent low bid submitted by Seven Island Painting and the bid submitted by G & G Painting, it was determined that their bids were non-responsive for failure to comply with the requirements of the County's Outreach Program, as provided in the project specifications. On May 7, 2013, a letter was sent to Seven Island Painting and G & G Painting notifying both of the deficiencies and staff's determination of non-responsiveness (see attached copies). The Public Works Director recommends that the Board determine Seven Island Painting's bid and G & G Painting's bid to be non-responsive, reject both bids on that basis, and exonerate their bid bonds.

Staff has evaluated the low bid submitted by EVRA and their good faith effort documentation. Staff has determined that EVRA's bid is responsive and their good faith effort documentation is in compliance with the County's Outreach Program. The Public Works Director recommends that the Board award the construction contract for this project to EVRA, the lowest responsible and responsive bidder, in the amount of \$165,000, which is \$168,686 less than the Architect's Estimate of \$333,686.

The general prevailing rates of wages, which shall be the minimum rates paid on this project, are on file with the Clerk of the Board, and copies are available to any party upon request.

CONSEQUENCE OF NEGATIVE ACTION:

If the construction contract is not awarded, this would result in further deterioration of the exterior of the hangar rows.

CHILDREN'S IMPACT STATEMENT:

Not applicable.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: June 25, 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 Todd Martz, for a T-hangar at Buchanan Field Airport effective June 1, 2013 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 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

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 06/25/2013 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 3 NOES _____

ABSENT 2 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: June 25, 2013

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: (CONTD)

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



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: June 25, 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 Nathan Clakley, for a T-hangar at Buchanan Field Airport effective June 1, 2013 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 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: 06/25/2013 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 3 NOES _____

ABSENT 2 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: June 25, 2013

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)

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

AIRPORT ADVISORY COMMITTEE (AAC)
BUCHANAN FIELD TENANT RECOGNITION PROGRAM
*** NOMINATION FORM ***

Nominee: Larry E. Rohrbacher, Mgr. Line Service
sterling aviation

Award Category (check one): Individual Commercial

Award Criteria (check one or more):

Advancing the airport or aviation in general

Community service

Environmental consciousness

Noise abatement

Quality of products or services

Brief summary of reason(s) for nomination (attach supporting documentation if desired):

For a man 70+ to still deliver the quality of
service and dedication that he does day to
day without variation or error is a tribute
+ testimony to what humans can do. He and
his kind are largely uncelebrated in our com
world yet they are the ones that keep it

Submitted by: flyin. We should show some appreciation!
a bit of recognition from the AAC
would
go a long
way.
[Signature] (signature) Date: 5/2/2013

PAUL SIH (printed name)
795 636 9090 filloewas.net

550 Sally Ride Drive, Concord, CA 94520-5550

AIRPORT ADVISORY COMMITTEE (AAC)
BUCHANAN FIELD TENANT RECOGNITION PROGRAM
*** NOMINATION FORM ***

Nominee: Sterling Aviation

Award Category (check one): _____ Individual Commercial

Award Criteria (check one or more):

Advancing the airport or aviation in general

Community service

Environmental consciousness

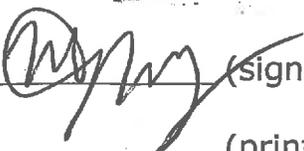
Noise abatement

Quality of products or services

Brief summary of reason(s) for nomination (attach supporting documentation if desired):

They host kids fly free and are happy to
come to CCA at odd hours to support
aviation-jets or small craft. They do
BBQs to entice people to at least come
visit the airport.

Submitted by:

Maria Guy  (signature) Date: 5-2-2013

(printed name)



Contra Costa County Airports

Aircraft Hangar Waiting List Application

1. Aircraft storage at the Buchanan Field Airport (select all that apply):

- T -Hangar Shade Hangar Large Aircraft Hangar

2. Aircraft storage at Byron Airport:

- T -Hangar Sheltered Tiedown

3. Applicant Information:

Applicant Name*: _____

Business Name: _____

(If the aircraft is registered in the name of a business)

Mailing Address: _____

_____ City _____ State _____ Zip

Phone 1: _____

- Cell Work Home

Phone 2: _____

- Cell Work Home

Email address 1: _____

Email address 2: _____

4. Aircraft you intend to store:

Is the aircraft certified to fly? Yes No

Is the aircraft a homebuilt or kit under construction? Yes No

N Number: _____ Manufacturer: _____ Model: _____

5. Additional Aircraft Information: (Please mark all that apply) Ultra-Light Glider

- Jet Helicopter Single Engine Multi-Engine Turboprop

6. Signature:

Signature: _____ Date: _____

* Important Notice: The Applicants name must be on the following documents for the aircraft that will be stored in the hangar: aircraft registration, insurance certificate, and the Contra Costa County T, Shade, or Large Hangar Rental Agreement.

For Staff Use Only:

Date Received: _____

Received By: _____ *please initial*

Hangar Waiting List Guidelines

▪ **Notification Procedure:**

Initial: _____ An email notification will be sent to the next applicant on the Waiting List (List). If no response is received within seven (7) days, the applicant will be taken off the List. It is the applicant's responsibility to notify the Director of Airport's Office in writing of any changes to their information sheet.

Initial: _____ It is the applicant's responsibility to check their ranking on the List. If they are close to the top, and will be out of the area for an extended period, it is their responsibility to notify the Director of Airports Office in writing and so state whether they would accept a hangar during their absence if their name reaches the top of the List.

Initial: _____ If an applicant is on multiple Lists, i.e. T-Hangar, and Large Hangar, they can refuse the offer of a hangar from one List, without compromising their position on the other List.

Initial: _____ If an applicant refuses the offer of a hangar, they may request to have their name moved to the bottom of the List. Applicants who declined a second offer of a hangar may not move their name to the bottom of the List if the waiting period is one (1) year or less. The waiting period will be determined by the number of days it takes for an applicant's name to move from the bottom of the List to the top. Applicants may reapply for that List after a three (3) month waiting period (unless Applicant applies for a variance as noted below).

▪ **Variance Procedure:**

- 1) Variance requests must be made in writing to the Director of Airports and must include all relevant information as deemed necessary and appropriate to provide sufficient context for reviewing and making a determination on the matter.
- 2) The variance request will be considered by the Director of Airports.
- 3) The Director of Airports will issue a determination decision to the applicant within thirty (30) days of receipt of variance request.
- 4) The Director of Airports determination decision will become final ten (10) days after the date of decision unless appealed to the County in accordance with the provisions in the Buchanan Field Airport and Byron Airport Minimum Standards, Development, Facility Use & Lease Policies.
- 5) A variance may be granted only upon determination that any or all of the following conditions are present:
 - A. That strict compliance with the specified policy or standards would result in impractical difficulty or unnecessary hardship inconsistent with the purposes of said policy or standards due to unique physical or topographical circumstances or

conditions of design or unique operational circumstances. Or, as an alternative, that strict compliance would preclude an effective business or design solution which would improve operational efficiency or property appearance.

- B. That strict compliance with the policy or standards would preclude an effective operational or design solution fulfilling the basic intent of the applicable provision.
- C. That the variance, if granted, will not adversely affect the character or appropriate development of or appropriate business use of abutting sites or the surrounding area and will not be contrary to adopted plans or development policy of the County.
- D. That the variance will not constitute a grant of special privilege inconsistent with the purposes of said policy or standards.

Sign: _____

Date: _____