Contra Costa County  
Aviation Advisory Committee  
Meeting Agenda  
550 Sally Ride Drive, Concord  
Thursday, September 10, 2015, 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 (844) 359-8687 at least 24 hours in advance.

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

1. Roll Call
2. Opening Comments by Chair
3. Public Comment Period
4. Approval of Minutes (August 2015)
5. Consider Consent Items
   b. Relevant Board Actions
   c. Development Project Matrix (No Current or Ongoing Projects)
6. Presentations/Special Reports
   a. AAC Tenant Recognition Award Presentation
   b. Aircraft Display (Maurice Gunderson and DeWitt Hodge)
7. Discussion/Action Items
   a. Items Pulled from Consent
   b. Buchanan Field/Byron Construction
   c. Economic Development Incentive Program (EDIP) Update
   d. October Meeting Location
   e. Outreach Meeting – Russell Roe
   f. Aviation Museum – Formal invitation from AAC to Mike Haus
8. Updates and Announcements
   a. What is Happening at Buchanan Field & Byron Airports/Other Airports
   b. Airport Land Use Commission (ALUC) Update
   c. AAC Announcements
   d. Airport Staff Announcements
9. Future Agenda Items
10. Adjourn

Next AAC Meeting (Tentative): October 8, 2015 at 10:00 am
Next Airport Committee Meeting: September 14, 2015 at 10:30 am
## ATTENDANCE ROSTER FOR 2015

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<td>Mike Bruno</td>
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Was There a Quorum? Y or N

Y = Present
ABS = Absent
CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
August 13, 2015

MEETING CALLED: Chair Ronald Reagan called the meeting to order at 10:07 a.m. at the Director of Airports Office.

PRESENT: Roger Bass, District II
Mike Bruno, Vice Chair, CCC Airports Business Association
Tina Dodson, DVC
Maurice Gunderson, Member at Large
DeWitt Hodge, Secretary, Member at Large
Rudi Raab, District I
Ronald Reagan, Chair, District III
Russell Roe, District V
Tom Weber, District IV

ABSENT: Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Judy Evans, Clerical

OPENING COMMENTS BY CHAIR: Ronald Reagan thanked those present.

PUBLIC COMMENT PERIOD: None

APPROVAL OF

PRESENTATION/SPECIAL REPORTS - None

DISCUSSION/ACTION ITEMS:

a. **Items Pulled from Consent**
   None

b. **Buchanan Field/Byron Construction**
   Buchanan Field - Keith Freitas reported that the Buchanan Field East Ramp pavement project started on Monday, August 10, 2015. The taxilanes between the hangars are being repaved and a trench drain will be installed. About 110 tenants have been relocated.

   DeWitt Hodge asked how transient traffic will be handled since the transient ramp is closed.

   Keith Freitas responded that most transient traffic is already handled by the Fixed-Base Operators (FBO), so transient traffic will continue to be directed to the FBO's. The Transient Ramp is closed because some East Ramp hangar tenants have been temporarily relocated there.

   Byron Airport - Keith Freitas explained that the construction at Byron Airport includes slurry sealing, new pavement markings, and new signs. The FAA grant offer has been received and Airport staff is currently in the process of obtaining the approval to issue the contract to the contractor. The project will begin late September to October and is projected to take 30 to 45 days. Airport staff will coordinate with Bay Area Skydiving, Northern California Soaring Association, and the Patriots Jet Team to minimize impacts to their operations. Only one runway will be closed at a time.

c. **East Ramp Temporary Tenant Relocations**
   Already covered in Buchanan Field Airport update, but the project is going smoothly so far.

d. **Economic Development Incentive Program (EDIP)**
   Ronald Reagan requested an overview of the EDIP process to be followed by AAC discussion and ranking and culminate in a consensus of the top three items per category on the EDIP list.

   Keith Freitas gave a brief history of the Economic Development Incentive Program (EDIP). Airport staff invited stakeholders to help define short and long-term goals for retaining existing, and attracting new, tenants/businesses to the Airport. After getting
input from the EDIP group and the AAC, Airport staff will analyze the input and make a recommendation to the Airport Committee.

Beth Lee explained that the decision was made to divide the EDIP list into three categories: 1. Both Airports; 2. Buchanan Field; and 3. Byron Airport.

Maurice Gunderson commented that the EDIP list should also include the level of economic impact for each item.

Roger Bass expressed the importance of marketing, especially since the Airport is the only County department that has to compete for its market users.

All AAC members identified their top three rankings in each of the three categories.

Russell Roe asked how progress/completion of EDIP items will be tracked. Keith Freitas responded that tenant feedback will reveal progress. That is the purpose of the tenant satisfaction survey.

Guy Jones announced that the Young Eagles event will be Saturday, August 15, 2015. He thanked Airport staff for creating the parking area near the clubhouse.

Ronald Reagan expressed concern that there is nothing on the EDIP list about better access to the Byron Airport. Beth Lee responded that the function of EDIP is related to what the Airport can spend money on and expend effort on at the Airports. The Airport connection is not on Airport land, therefore, Airports staff cannot fund it or take the lead on the process. Airport staff does attend the Tri Link Road meetings and everyone supports it. The only known opposition is related to environmental issues.

Beth Lee tallied the results of the rankings by the AAC members:

<table>
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<tr>
<th>Both Airports</th>
<th>Byron Airport</th>
<th>Buchanan Field</th>
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<tr>
<td>1. Marketing/Public Relations</td>
<td>1. Runway Extension</td>
<td>1. Improve Signage</td>
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<tr>
<td>2. Improve maintenance</td>
<td>2. Domestic Water</td>
<td>2. Develop Heart of Airport</td>
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The AAC voted to accept the top three choices identified in each category.


Beth Lee concluded that Airport staff will come up with a recommended improvement program based on the combined ranking input received and it will be presented to the Airport Committee at the September meeting.

e. October Meeting Location
Ronald Reagan announced that the October AAC meeting will be at the Byron Airport and is anticipating a good number of attendees from the area. He asked if it would be appropriate to hold the meeting in the Patriots Jet Team’s hangar and
allow the attendees to take a tour after the meeting.

Keith Freitas responded that parking could be an issue since the hangar is behind a private gate and there is limited parking. Field trips have been taken in the past, but started out at the Administration Building and then the groups walked to the Patriots Jet Team hangar.

Tom Weber cautioned that the meeting needs to be accessible to the public. Since the Patriots Jet Team’s hangar is behind a locked gate, arrangements would need to be made to make sure the public could easily get to the meeting location.

Details will be discussed at a later date.

**UPDATES/ANNOUNCEMENTS**

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

Beth Lee reported that two (2) development site areas went out for solicitation and just closed. One is a 7 acre area (part of the old ADG/Silver Pacific site) that will go to the Board of Supervisors on Tuesday, August 18, 2015, and the second one is a .86 acre parcel, at the end of Sally Ride Drive, that will go to the Board of Supervisors on Tuesday, August 25, 2015; each to authorize lease negotiations. Airport staff will then be able to begin negotiations on the projects. There is a third solicitation for a 4.5 acre parcel, non-aviation property, across from Crown Automotive (Dodge/Fiat), which closes on August 18, 2015.

Keith Freitas commented that the 7 acre parcel will be distressing to some, such as clubhouse users and executive hangar tenants, as they will be displaced. Every effort will be made to accommodate displaced hangar tenants by placing them on waiting lists to get them into hangars. Part of the negotiations will be to request a facility to replace the clubhouse. There is no guarantee, but that is the plan.

b. **Airport Land Use Commission (ALUC) Update**

None

c. **AAC Announcements**

None

d. **Airport Staff Announcements**

None

**FUTURE AGENDA ITEMS/COMMENTS**

- Tenant Recognition Award
- Aircraft Display Area Presentation
- Outreach Meetings
- Aviation Museum – Formal invitation from AAC to Mike Haus

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:40 a.m.
CONTRA COSTA COUNTY AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
July 9, 2015

MEETING CALLED: Chair Ronald Reagan called the meeting to order at 10:00 a.m. at the Director of Airports Office.

PRESENT: Roger Bass, District II
Mike Bruno, Vice Chair, CCC Airports Business Association
Maurice Gunderson, Member at Large
DeWitt Hodge, Secretary, Member at Large
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Ronald Reagan, Chair, District III
Russell Roe, District V
Tom Weber, District IV

ABSENT: Tina Dodson, DVC

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Judy Evans, Clerical

OPENING COMMENTS BY CHAIR: Ronald Reagan welcomed attendees and announced that the Airport Office sells insulated coffee mugs for $8.00 of which $2.00 is donated to the Contra Costa Food Bank.

PUBLIC COMMENT PERIOD: None

APPROVAL OF

PRESENTATION/SPECIAL REPORTS

a. Aircraft Display Area
Tom Weber gave a brief history of the evolution of the Aircraft Display Area idea (which builds on Airport tenant, Bill Austin's idea) and introduced presenters DeWitt Hodge and Maurice Gunderson.

Maurice Gunderson gave a visual presentation and handouts were distributed.
- Objectives – 1) To promote Buchanan Field Airport and 2) To provide opportunity for tenants to display historic aircraft and participate in the California Tax Exemption Program.
DeWitt Hodge:
- Stressed their goal of minimizing time impacts to Airport staff during implementation.
- Will be seeking funding through donations and/or sponsorship through tenants.
Maurice Gunderson continued:
- Expects the program to be administered by 3 to 4 volunteers.
- Potential opportunities for aircraft owners and tenants on the airport.
- Four potential locations for the display area:
  o Next to the Control Tower and the Public Viewing Plaza
  o By the Clubhouse
  o By the Transient Ramp
  o By the East Ramp parking area
- Low-cost promotion opportunities for pilots to display aircraft and to attract public.
  o SocialFlight – a free service that notifies pilots of events within a specified radius.
- Cloud-based booking system to handle reservations, cancellations, and other back office duties.

Public Comments:
- Mount Diablo Pilots Association (MDPA) already has a similar monthly (first Saturday of each month) aircraft display program at the Clubhouse with a pancake breakfast, fly-out, and safety seminars.
- Project team wishes to collaborate with MDPA and Experimental Aircraft Association (EAA) and will enter into dialogue with them.
- During the Young Eagles events, the EAA also offers a tax exemption to unique aircraft (which can be less than 35 years) old.

AAC comments:
- Be clear about who benefits and how.
- Competition may be a problem.
• Original idea was for a static display, but has evolved into a monthly fly-in event. How can this program distinguish itself from other similar programs? Part of it should remain consistently available.
• This program distinguishes itself from MDPA by reaching out to the public.
• Location will be very important in order to bring it to the public.
• Scheduled event will make it easier to advertise.
• Supports the concept, but not for a tax incentive that supports a few pilots.
• The real benefit should be attracting the public.
• Should not be limited to antique aircraft. Should allow other aircraft that will allow physical access.
• Airport tenants would benefit when the public comes by to use the facilities i.e. to use the restroom or buy a beverage. It provides an opportunity to talk to parents about flight training and the potential to bring non-pilots to the Airport.
• Airport has had a Stinson on permanent display for about four years.
• The display area started out as a quick-hit EDIP item, but has evolved into something much more involved. A reminder that this is only one item on the EDIP list which is about 50 items long.
• Work with Airport staff and get their input.
• Display area should be more than looking through a fence at planes.
• What are potential costs and who will bear the costs?
• How will benefit to Airport be measured?
• Effort should be made to work with MDPA to create a better-promoted program.
• DeWitt Hodge concluded that there are no assumptions about how this program should work. Will start small and grow the idea. It will be a collaborative effort.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent
   Noise statistics pulled for discussion.
   • Ronald Reagan pointed out 500% increase in noise complaints from April to May of 2015 in Pleasant Hill.
   • Keith Freitas said that the May report appears to be inaccurate and Airports staff will review and correct the report.

b. Buchanan Field/Byron Construction
   Keith Freitas reported on the East Ramp pavement project at Buchanan:
   • OC Jones will begin work at Buchanan Field
   • Tenants will need to move out of hangars by August 9, 2015, for August 10th construction start date.
   • 65% of tenants have responded acknowledging their new tiedown location, hangaring elsewhere, or leaving planes and/or items in hangars.
   Keith reported on the status of the Byron project:
   • Still awaiting federal funding
   • Contractor has been selected and once federal funding has been approved, a contract will be put in place.
   • Rejuvenation of pavement, re-striping and marking the pavement, and new signage.
c. **East Ramp Temporary Tenant Relocations**
Keith Freitas reported:
- There are approximately 100 tenants being relocated to tiedowns.

d. **Tenant Recognition Awards**
The AAC members reviewed the nominations.

Tom Weber made a motion to give “Make a Dream Come True” participants the award; **seconded by Derek Mims. Approved unanimously. Yes: Roger Bass, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: Mike Bruno. Absent: Tina Dodson.**

Tom Weber made a motion to give Civil Air Patrol (CAP) the award; **seconded by Derek Mims. Approved unanimously. Yes: Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: Roger Bass. Absent: Tina Dodson.**

Ronald Reagan requested Mike Bruno to present the award to the “Make a Dream Come True” award recipients and Roger Bass to present to CAP award recipients.

Roger Bass announced that CAP is publishing a newsletter every other month and to contact him to be on the mailing list.

**UPDATES/ANNOUNCEMENTS**

a. **Economic Development Incentive Program (EDIP)**
Moved to next month

b. **What is happening at Buchanan Field & Byron Airports/Other Airports**
Keith announced that there is renewed interest in Parcel C (next to highway 4). In addition, Airports staff has started the solicitation process for the 7 acre parcel on the southwest side of the Airport across from the Federal Express building.

Beth Lee added that all affected parties in the 7 acre parcel area have been contacted so they are not caught off guard. Additionally, the development team (if selected) has been requested to accommodate the Clubhouse concept into their design.

c. **Airport Land Use Commission (ALUC) Update**
Tom Weber gave a brief report of the primary discussion from last month:
- Airport staff has paid from $20,000 to as high as $75,000 to support the DCD staffing of the ALUC.
- The County is looking for a fee based system to have this process paid for by the project proponent.

Russell Roe added that ALUC staff is working on how this is going to happen and they are doing research on what other fees exist in other counties and come back to the ALUC with a proposal.
d. **AAC Announcements**
   Ronald Reagan suggested for those who are not familiar with the Brown Act to do research on it.

   Tom Weber believes AAC members are required to certify annually that they have reviewed the Brown Act. He recommended that AAC members self-certify so the committee is in compliance.

   Ronald Reagan did research on aviation museums and found that many of them are not profitable. The successful ones require a large volunteer force. The attendees tend to be pilots and/or people interested in aviation.

   Russell Roe expressed hesitation about getting involved in a huge project just to hangar some helicopters.

   Ronald Reagan also mentioned that he had difficulty accessing AAC information on the website.

e. **Airport Staff Announcements**
   Beth Lee passed out reusable/recyclable bags with Airport logo and marketing information to encourage AAC members and guests to use them and help market the Airports. The bags are $3.50 each or 3 for $10.00 with a portion of the money going to the food bank.

   Roger Bass complimented Airport staff on the Diablo Aviator newsletter.

**FUTURE AGENDA ITEMS/COMMENTS**
- Display Area
- Tenant Recognition Award Presentations
- EDIP

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:57 a.m.
# Noise Abatement Statistics

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<td><strong>TYPE OF COMPLAINT</strong></td>
<td></td>
<td></td>
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<tr>
<td>Noise</td>
<td>8</td>
<td>4</td>
<td>35</td>
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<td>Low Flying</td>
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<td>Noise and Low Flying</td>
<td>5</td>
<td>3</td>
<td>38</td>
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<td>Too Many Aircraft</td>
<td>1</td>
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<td>Other</td>
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<td>Jet</td>
<td>1</td>
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<td>Propeller</td>
<td>10</td>
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<tr>
<td><strong>TOTAL AIRCRAFT OPERATIONS</strong></td>
<td>12</td>
<td>14</td>
<td>11</td>
<td>78</td>
<td>54</td>
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<tr>
<td><strong>COMPLAINTS PER 10,000 OPERATIONS</strong></td>
<td>13</td>
<td>11</td>
<td>14</td>
<td>9</td>
<td>50%</td>
</tr>
<tr>
<td><strong>COMPLAINTS PER 10,000 OPERATIONS - Buchanan Only</strong></td>
<td>10</td>
<td>10</td>
<td>11</td>
<td>7</td>
<td>55%</td>
</tr>
</tbody>
</table>

July - 4 complaints - Blum Road Area northwest of Airport
2 complaints - Pleasant Hill area near golf course/DVC
2 complaints - Aerobatics near Antioch golf course
1 complaint - Mobile Home Park
# Contra Costa County Airports
## Monthly Operations Report

### July 2015

<table>
<thead>
<tr>
<th></th>
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<tr>
<td></td>
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<tr>
<td><strong>AIRCRAFT OPERATIONS</strong></td>
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</tr>
<tr>
<td>Total Operations</td>
<td>10,878</td>
<td>9,707</td>
<td>65,653</td>
<td>58,398</td>
<td>12%</td>
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<tr>
<td>Local Operations</td>
<td>6,150</td>
<td>5,428</td>
<td>36,027</td>
<td>30,959</td>
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<td>Itinerant Operations</td>
<td>3,672</td>
<td>3,378</td>
<td>22,915</td>
<td>21,477</td>
<td>7%</td>
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<td>Total Instrument Ops</td>
<td>805</td>
<td>606</td>
<td>5,235</td>
<td>4,484</td>
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<td></td>
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<td><strong>FUEL FLOWAGE</strong></td>
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<td>100 Octane</td>
<td>27,606</td>
<td>20,969</td>
<td>157,833</td>
<td>133,455</td>
<td>18%</td>
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<tr>
<td>Jet Fuel</td>
<td>60,761</td>
<td>50,846</td>
<td>410,721</td>
<td>368,641</td>
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<tr>
<td>Total</td>
<td>88,367</td>
<td>71,815</td>
<td>568,554</td>
<td>502,096</td>
<td>13%</td>
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<td></td>
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<td><strong>BYRON INFORMATION</strong></td>
<td></td>
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<tr>
<td>Byron Fuel</td>
<td>5,110</td>
<td>3,450</td>
<td>35,646</td>
<td>21,801</td>
<td>64%</td>
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<td></td>
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</tr>
<tr>
<td><strong>SKYDIVERS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Number of Flights</td>
<td>170</td>
<td>178</td>
<td>806</td>
<td>927</td>
<td>-13%</td>
</tr>
<tr>
<td>Experienced Jumps</td>
<td>1,217</td>
<td>1,238</td>
<td>6,769</td>
<td>8,024</td>
<td>-16%</td>
</tr>
<tr>
<td>First Time Jumps</td>
<td>462</td>
<td>392</td>
<td>1,834</td>
<td>1,568</td>
<td>17%</td>
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<tr>
<td>Student Jumps</td>
<td>12</td>
<td>47</td>
<td>174</td>
<td>232</td>
<td>-25%</td>
</tr>
</tbody>
</table>
Contra Costa County
Board of Supervisors
APPROVED Board Orders
Relating to County Airports

The following certified Board Orders are attached:

August 18, 2015

AUTHORIZE the Director of Airports, or designee, to negotiate a ground lease and development terms between the County, as Landlord, and Montecito Aviation Group, as the developer, for approximately seven acres of land on the southwest side of the Buchanan Field Airport, Pacheco Area.

August 25, 2015

AUTHORIZE the Director of Airports, or designee, to negotiate a ground lease and development terms between the County, as Landlord, and Montecito Aviation Group, as the developer, for approximately 0.86 acres of land on the northwest side of the Buchanan Field Airport, Pacheco Area.
To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: August 18, 2015  

Subject: Contra Costa Airports - Authorization to Negotiate Ground Lease & Development Terms for Approx. Seven Acres of County-Owned Land at Buchanan Field

RECOMMENDATION(S):
AUTHORIZE the Director of Airports, or designee, to negotiate a ground lease and development terms between the County, as Landlord, and Montecito Aviation Group, as the developer, for approximately seven acres of land on the southwest side of the Buchanan Field Airport.

FISCAL IMPACT:
There is no negative impact on the General Fund. The Airport Enterprise Fund could realize lease and other revenues. The County General Fund could realize sales tax and other revenues if a lease is successfully negotiated.

BACKGROUND:
The development site is approximately seven acres of land owned by the County that is located on the southwest side of Buchanan Field Airport, south of Sally Ride Drive. The parcel is proximate to the Buchanan Field runways and adjacent to other aviation uses. The parcel is designated for aviation use, consistent with the needs assessment of the Buchanan Field Master Plan. The parcel is under the jurisdiction of the Buchanan Field Airport and entirely within the unincorporated County.

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

Action of Board On: 08/18/2015  ☑ APPROVED AS RECOMMENDED  ☐ OTHER

Clerks Notes:  

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor  
Casandra Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor

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

ATTESTED: August 18, 2015
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

ABSENT: Federal D. Glover, District V Supervisor

Contact: Beth Lee, (925) 681-4200

ee: Karen Laws, Public Works
BACKGROUND: (CONT'D)

On June 30, 2015, the Contra Costa County Public Works — Airports Division received a letter from a private party expressing an interest in developing an aviation use on the approximately seven-acre site.

In accordance with prior discussions with the Federal Aviation Administration’s (FAA) Airports District Office (ADO) regarding development at Buchanan Field, the County notified existing commercial tenants at Buchanan Field and Byron Airport and placed an advertisement in the regional newspaper to solicit other competitive interest in the property. The development solicitation letter and publication provided a response deadline of July 30, 2015, for all competitive interests in the site to be submitted to the County Airport Office. The County did not receive any additional letters of interest to develop this property.

Consistent with the master developer selection process that was approved by the Board of Supervisors on May 23, 2006, projects without a competitive interest are to proceed with the traditional environmental review and lease development processes. The commercial development project will be presented to the Aviation Advisory Committee, the Airport Committee, and any other party as deemed relevant to enhance community relations and collaborative relationships.

Development of this seven-acre area for aviation use would expand economic development activity at Buchanan Field Airport, provide additional revenues to the Airport Enterprise Fund, and allow Contra Costa County to expand aviation-related business and services available at the airport. This development will also facilitate the growth and development contemplated by the adopted Buchanan Field Airport Master Plan. A business proposal must be consistent with the Airport Master Plan and General Plan for consideration.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in initiating the developer selection process will result in a delay of developing vacant land at Buchanan Field Airport and may negatively impact the Airport Enterprise Fund and County General Fund.
To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: August 25, 2015  
Subject: Contra Costa Airports—Authorization to Negotiate Ground Lease and Development Terms for 0.86 Acres of County-Owned Land at the Buchanan Field Airport

RECOMMENDATION(S):  
AUTHORIZE the Director of Airports, or designee, to negotiate a ground lease and development terms between the County, as Landlord, and Montecito Aviation Group, as the developer, for approximately 0.86 acres of land on the northwest side of the Buchanan Field Airport, Pacheco Area.

FISCAL IMPACT:  
There is no negative impact on the General Fund. The Airport Enterprise Fund could realize lease and other revenues. The County General Fund could realize sales tax and other revenues if a lease is successfully negotiated.

BACKGROUND:  
The development site is approximately 0.86 acres of land owned by the County and at the northerly end of Sally Ride Drive as shown on the attached map. The parcel is proximate to the Buchanan Field runways and is designated for aviation use on the Buchanan Field Master Plan. The parcel is under the jurisdiction of the Buchanan Field Airport and entirely within the unincorporated County.

On July 21, 2015, the Contra Costa County Public Works – Airports Division received a letter from a private

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

Action of Board On: 08/25/2015 ☑ APPROVED AS RECOMMENDED

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchell, District IV Supervisor  
Federal D. Glover, District V Supervisor

ABSENT:  

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:  August 25, 2015

By: June McHuen, Deputy
BACKGROUND: (CONT'D)

party expressing an interest in developing an aviation use on the approximately 0.86 acre site.

In accordance with prior discussions with the Federal Aviation Administration's (FAA) Airports District Office (ADO) regarding development at Buchanan Field, the County notified existing commercial tenants at Buchanan Field and Byron Airport to solicit other competitive interest in the property. The development solicitation letter provided a response deadline of August 10, 2015, for all competitive interests in the site to be submitted to the County Airport Office. The County did not receive any additional letters of interest to develop this property.

Consistent with the master developer selection process that was approved by the Board of Supervisors on May 23, 2006, projects without a competitive interest are to proceed with the traditional environmental review and lease development processes. The commercial development project will be presented to the Aviation Advisory Committee, the Airport Committee, and any other party as deemed relevant to enhance community relations and collaborative relationships.

Development of this 0.86 acre area for aviation use would expand economic development activity at Buchanan Field Airport, provide additional revenues to the Airport Enterprise Fund, and allow Contra Costa County to expand aviation-related business and services available at the airport. This development will also facilitate the growth and development contemplated by the adopted Buchanan Field Airport Master Plan. A business proposal must be consistent with the Airport Master Plan and General Plan for consideration.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in initiating the developer selection process will result in a delay of developing vacant land at Buchanan Field Airport and may negatively impact the Airport Enterprise Fund and County General Fund.

CHILDREN'S IMPACT STATEMENT:

Not Applicable

ATTACHMENTS

0.86 Acre Site Map
AAC Work Group Progress Briefing

Buchanan Field
Historic Aircraft Display Program
August 13th Meeting Update

DeWitt Hodge & Maurice Gunderson
September 10, 2015

Contra Costa County
Aviation Advisory Committee
## AAC July Meeting Presentation Feedback

<table>
<thead>
<tr>
<th>Addressed</th>
<th>Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Providing aircraft access while maintaining airport security and public safety</td>
</tr>
<tr>
<td>✔️</td>
<td>Increasing opportunities for public engagement with aircraft and owners (more emphasis on attracting the public)</td>
</tr>
<tr>
<td>✔️</td>
<td>Addressing public facilities likely needed (shared area and rest rooms)</td>
</tr>
<tr>
<td>✔️</td>
<td>Leveraging activities already occurring at the airport (EAA Young Eagles, MDPA sponsored events, airport sponsored tours, etc.)</td>
</tr>
<tr>
<td>✔️</td>
<td>Publicizing the program benefits to the public, airport, tenants, pilots and aviation clubs</td>
</tr>
<tr>
<td></td>
<td>Detailing program startup and operating expenses, budget and funding</td>
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---

**Contra Costa County**  
**Aviation Advisory Committee**
## Program Recap

<table>
<thead>
<tr>
<th>Program Proposed Objectives</th>
<th>Anticipated Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Promote the Concord Airport to Bay Area aircraft owners, pilots and the general public</td>
<td>• Increased airport awareness</td>
</tr>
<tr>
<td>• Provide historic aircraft owners an opportunity to display their aircraft and participate in the California tax exemption program.</td>
<td>• Provide tenant businesses opportunities to promote their services</td>
</tr>
<tr>
<td></td>
<td>• Support the general aviation community</td>
</tr>
<tr>
<td></td>
<td>• Educate the public about the importance of their local airports and general aviation</td>
</tr>
<tr>
<td></td>
<td>• Increase airport use and revenue opportunities</td>
</tr>
</tbody>
</table>

### Key Program Dependencies

- Volunteer team to execute program
- SOPs (historic aircraft owner handbook, display schedule, participation certificate issuance, records keeping, performance metrics & reporting)
- Leverage existing sources and available technologies to minimize cost and effort to administer program (Airport website, inexpensive events scheduling source)
- Expenses and funding (donations, aircraft display fees and public funds)

**Contra Costa County**

**Aviation Advisory Committee**
Possible KCCR Display Locations

A - Viewing Area

B - Club House

C - Hotel Transient Ramp

D - East Ramp

Contra Costa County
Aviation Advisory Committee
## Possible KCCCR Display Locations

<table>
<thead>
<tr>
<th>Loc</th>
<th>Pros</th>
<th>Cons</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Viewing Area</td>
<td>• Next to established public viewing area&lt;br&gt;• Adequate parking</td>
<td>• At high traffic intersection&lt;br&gt;• Limited display space&lt;br&gt;• No public facilities</td>
<td>• Direct public access to aircraft presents safety concerns&lt;br&gt;• Pursue other options</td>
</tr>
<tr>
<td>B - Club House</td>
<td>• Setup for public access and facilities&lt;br&gt;• Established usage procedures</td>
<td>• Limited public parking&lt;br&gt;• Location may be impacted by development</td>
<td>• <strong>Pursue as a display location</strong> for scheduled public engagement events (MDPA, EAA)</td>
</tr>
<tr>
<td>C - Hotel Transient</td>
<td>• Next to points of interest&lt;br&gt;• Can be configured for max public access</td>
<td>• Will require hotel cooperation for parking and public facilities access</td>
<td>• With minor mods site can provide ideal viewing configuration.&lt;br&gt;• <strong>Hold for now, engage with hotel management</strong></td>
</tr>
<tr>
<td>D - East Ramp</td>
<td>• Near to established public viewing area&lt;br&gt;• Adequate parking&lt;br&gt;• No safety concerns</td>
<td>• No public facilities</td>
<td>• <strong>Pursue as a display location</strong> for scheduled aircraft static displays</td>
</tr>
</tbody>
</table>

*Contra Costa County<br>Aviation Advisory Committee*
Program Recommendations

Partner with Existing Volunteer Organization to Host Program:

- MDPA founded in 1976. Presently over 90 members.
- Monthly dinner meetings with speakers.
- Monthly Safety Seminars and flying excursions.
- Sponsors and engages student pilots.
- Operating monthly Historic Aircraft display program for several years at Club House.
  - Optimized for MDPA members’ aircraft. Outside engagement has been minimal.
  - MDPA understands benefits of reaching general public audiences.

Contra Costa County
Aviation Advisory Committee
Program Recommendations

Start With Two Historic Aircraft Display Locations:

**East Ramp**
- Dedicated to aircraft static display with limited direct public access (will require pilot/owner or volunteer to escort public for close viewing aircraft)
- Aircraft display will be scheduled and credited via on-line system. Four hour display durations to be verified by volunteer team.

**Benefits**
- Aircraft scheduling flexibility (Time slots and number and types of aircraft that can be accommodated)
- Minimal cost and site prep to implement

**Club House**
- Sponsored historic aircraft static display events that maximize public access and engagement
- Events extended to include airport clubs, and tenant participation scheduled several times a year (may occur in conjunction with other scheduled events)
- Historic aircraft displays to serve as backdrops to aid public, as well as area pilot awareness of airport, tenants and services

**Benefits**
- Enhances opportunities to engage the public as well as promote airport services and offerings
- Leverages events and airport infrastructure
- Minimal cost and site prep to implement

Contra Costa County
Aviation Advisory Committee
### Historic Aircraft Display Workgroup Next Steps

<table>
<thead>
<tr>
<th>Addressed</th>
<th>Items:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meet with MDPA Board regarding integration with existing program, volunteers, details, schedule, etc.</td>
</tr>
<tr>
<td></td>
<td>Meet with Airport Staff regarding security, site work, signage, equipment, etc.</td>
</tr>
<tr>
<td></td>
<td>Detail program startup and operating expenses, budget and funding</td>
</tr>
<tr>
<td></td>
<td>Create SOPs, web tools, supplies, signage, etc.</td>
</tr>
<tr>
<td></td>
<td>Publicize the program benefits to the public, airport, tenants, pilots and aviation clubs</td>
</tr>
<tr>
<td></td>
<td>Operate first events and learn from the experiences.</td>
</tr>
</tbody>
</table>

---

**Contra Costa County**  
**Aviation Advisory Committee**
## Economic Development Incentive Program

### Total Votes & Top Ranked

#### Both Airports (Rank Top 3 Items from ENTIRE List)

<table>
<thead>
<tr>
<th>Top Ranked</th>
<th>Total Votes</th>
<th>Project/Program</th>
<th>EDIP # of Votes</th>
<th>AAC # of Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>Add Recreational Opportunities (like Bocce Court, Horseshoes, etc.) - Tenant v Tenant/Airport versus Airport Competitions</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>8</td>
<td>Improve Communication (Airport/Tenants)</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
<td>Move or Remove Dilapidated &amp;/or Abandoned Aircraft</td>
<td>0</td>
<td>0</td>
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<tr>
<td>4</td>
<td>1</td>
<td>Improve Marketing &amp; Public Relations To Combat Negative Perceptions</td>
<td>2</td>
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<tr>
<td>5</td>
<td>0</td>
<td>Include a Question &amp; Answer Forum on the Website</td>
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<tr>
<td>6</td>
<td>0</td>
<td>Expand Social Media Use (Must Meet County Standards for Social Media First)</td>
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<tr>
<td>7</td>
<td>0</td>
<td>Financial Incentives to Hangar Tenants</td>
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<tr>
<td>8</td>
<td>2</td>
<td>Lowering County Hangar Rates</td>
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<td>9</td>
<td>0</td>
<td>Incentive &amp; Bonus Discounts</td>
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<td>10</td>
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<td>Improve Low Cost Hangar Options</td>
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<td>11</td>
<td>0</td>
<td>Tangible Projects</td>
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<td>12</td>
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<td>Free WiFi Throughout both Airports</td>
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<tr>
<td>13</td>
<td>2</td>
<td>Develop a BBQ Area at Byron &amp; Buchanan Field</td>
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<tr>
<td>14</td>
<td>2</td>
<td>Solar Panels</td>
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<td>15</td>
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<td>Maintenance</td>
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<td>2</td>
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<tr>
<td>16</td>
<td>0</td>
<td>Keep Ramps &amp; Taxiways Cleaner - Buchanan</td>
<td>0</td>
<td>1</td>
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<tr>
<td>17</td>
<td>0</td>
<td>Keep Ramps &amp; Taxiways Cleaner - Byron</td>
<td>0</td>
<td>0</td>
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<tr>
<td>18</td>
<td>7</td>
<td>Improve Maintenance of Parking Lots, Curbs, Gutters, Fencing &amp; Gates (Airport Property)</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>19</td>
<td>7</td>
<td>Free WiFi Throughout both Airports</td>
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<td>0</td>
</tr>
<tr>
<td>20</td>
<td>6</td>
<td>Develop a &quot;Heart of the Airport&quot; or hub building at Buchanan Field</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>21</td>
<td>2</td>
<td>Install gutters on East Ramp Hangars</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>22</td>
<td>2</td>
<td>Remove Dilapidated Buildings (Airport Property) - Property on NW side of CCR</td>
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<td>23</td>
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<td>Improve Landscape Maintenance (Airport Property)</td>
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<td>24</td>
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<td>Air Traffic Control Tower Replacement - Buchanan Field</td>
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<td>25</td>
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<td>Dedicated Aircraft Display Area By Air Traffic Control Tower or Clubhouse - Buchanan Field</td>
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<td>26</td>
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<td>Add Recreational Opportunities (like Bocce Court, Horseshoes, etc.) - Tenant v Tenant/Airport versus Airport Competitions</td>
<td>3</td>
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<td>27</td>
<td>3</td>
<td>Storage Area for Tie-Down &amp; Shade Hangar Tenants</td>
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<td>28</td>
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<td>Byron Airport (Rank Top 3 Items)</td>
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<td>29</td>
<td>5</td>
<td>Domestic Water Connection/Service - Byron Airport</td>
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<td>30</td>
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<td>Jet A Fuelling Facility - Byron Airport</td>
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<td>31</td>
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<td>Facilitate Growth of Byron Airport</td>
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<td>Sanitary Sewer Connection/Service - Byron Airport</td>
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<td>Modify Portable Hangar Ground Lease Term - Byron</td>
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<td>ARFF Truck Rehabilitation/Replacement - Byron Airport</td>
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<td>Pavement, Signage &amp; Light Enhancements - Byron Airport</td>
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<td>36</td>
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<td>Construct a New Office/Hangar Building at Byron</td>
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<td>Fire Protection Connection/Service Expansion - Byron Airport</td>
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