

**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive
Thursday, February 11, 2016, 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 (January 2016)**
- 5. Consider Consent Items**
 - a. Airport Noise Report & Statistics Report (December 2015)
 - b. 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. Byron Construction
 - c. Brown Act Training
 - d. Bylaws
 - e. AAC Term Expirations
 - f. Outreach from AAC to Flying Clubs
 - g. Super Bowl 50 Debrief
 - h. Potential Scheduled Charter Service
- 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): March 10, 2016 at 10:00 am
Next Airport Committee Meeting (Tentative): March 23, 2016 at 1:30 pm**

Aviation Advisory Committee

ATTENDANCE ROSTER FOR 2016

AAC Members	Representing	Contact Information	Jan 14	Feb 11	Mar 10	Apr 14	May 12	Jun 09	Jul 14	Aug 11	Sep 08	Oct 13	Nov 10	Dec 08	Total # Abs
Rudi Raab	District 1	rudi1julie@aol.com	Y												
Mike Bruno	Airports Bus. Assoc.	michael@sterlingav.com	Y												
DeWitt Hodge	Member at Large	dewitt.hodge@comcast.net	Y												
Ronald Reagan	District 3	ron@rmsea.com	Y												
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	Y												
Russell Roe	District 5	russroe@pacbell.net	ABS												
Keith McMahon	City of Concord	keithcmahon@gmail.com	Y												
Roger Bass	District 2	twofivexray@yahoo.com	Y												
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y												
Tom Weber	District 4	tr-weber@sbcglobal.net	Y												
Tina Dodson	DVC	tdodson@dvc.edu	ABS												

Was There a Quorum? Y or N	Y														
----------------------------	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ABS = Absent
Y = Present

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
January 14, 2016**

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

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
Tom Weber, District IV

ABSENT: **Tina Dodson**, DVC
Russell Roe, District V

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

**OPENING COMMENTS
BY CHAIR:** Ronald Reagan expressed his appreciation to those present and asked for introductions.

**PUBLIC COMMENT
PERIOD:** Duane Allen thanked and commended Keith Freitas for attending the MDPA meetings.

**APPROVAL OF
MINUTES:** Moved by Maurice Gunderson; seconded by Mike Bruno. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, Ronald Reagan, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Russell Roe.

APPROVAL OF

CONSENT ITEMS: Moved by Mike Bruno; seconded by Tom Weber. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, Ronald Reagan, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Russell Roe.

PRESENTATION/SPECIAL REPORTS: None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Byron Construction

Keith Freitas reported that the first phase of construction, which included crack-seal, rejuvenation and remarking of the pavement, was completed late last year. Phase II (replacement of signs) has started, but inclement weather is impacting the work schedule. They expect another 30 working days.

c. Airport Strategic Planning Process

Keith Freitas explained that the Airport has gone through this process many times; past process focused on the internal mission statement and goals for Airports staff.

Beth Lee reported that the Airport met or exceeded all goals from the last Strategic Plan. Going through the Economic Development Incentive Program (EDIP) process it became clear that stakeholder insight and involvement would help to make sure that the Airports Division's direction and priorities are consistent with others on the field. The process will begin in the next few months and will include reviewing and/or revising the Airport's mission and values.

Ronald Reagan asked if it would be advantageous for someone from a State office to participate in the process. Ms. Lee responded that it would be County level involvement as this is a more internal directive document. Mr. Freitas clarified that the Strategic Planning process is driven by the people who use the Airport facility.

DeWitt Hodge asked to what extent Airport staff is reaching out to the general community. Ms. Lee explained that this is an internal process that Airports staff is choosing to make more external to ensure a more collective approach with tenants and stakeholders. Mr. Freitas explained that the completed Master Plan, that had community involvement, and this document, will help us define the best path(s) to implement it.

Derek Mims asked how long it has been since the last Strategic Planning process. Mr. Freitas responded that it has been about 10 years.

d. Bylaws

DeWitt Hodge reported that he, Derek Mims, and Tom Weber have proposed edits to the AAC Bylaws once the Board of Supervisors determines that the DVC seat will become an At Large position.

Derek Mims added that once they present the proposed amendments to the AAC it will have to be received and approved by the Airport Committee, Internal Operations Committee (IOC), and the Board of Supervisors. Since the AAC is going through this process, he asked if there is anything else in the Bylaws that should be amended to more accurately reflect what the AAC does now.

Tom Weber explained that there have been two fundamental changes in the AAC's environment that need to be reflected in the Bylaws. The first is the DVC seat change and the second is the At Large process. Since the last amendment to the Bylaws, the Board of Supervisors changed the At Large interview process.

Mr. Hodge commented that as a relatively new committee member he was surprised by some of the things he was unaware of that should be done on an annual basis, and that the group should have operating procedures to make sure they are in compliance with the Bylaws. Keith McMahon expressed his agreement with Mr. Hodge.

Ronald Reagan cautioned the group to stay on track with the Bylaws and not overstep the authority of the Board of Supervisors.

e. Super Bowl 50 Update – FAA Flight Slots/Increased Operations

Keith Freitas reported that there could be up to 1,200 additional aircraft in the Bay Area during the Super Bowl. Security measures will be the highest ever to date. There will be slot allocations at Buchanan Field and most other Bay Area airports due to the increased volume of air traffic. An email will be sent to tenants regarding the reservation process. The County will have reservations and the FBOs will have their own reservations.

Derek Mims asked whether there is anything being done to attract people to come here. Mike Bruno responded that not knowing who will be playing in the Super Bowl until 2 weeks prior to the event inhibits planning because it is unknown who will be coming and from what location. Mr. Bruno agreed with Mr. Freitas that advertising is not necessary because of the limited number of available slots. Mr. Bruno explained that they are intensely planning and preparing and contacting other FBOs that have experienced a Super Bowl in the past. He also said that it is up to the FBOs to manage the process and ensure that every aircraft that lands at Buchanan Field has the best experience.

Mr. Freitas reported that San Jose Airport will handle approximately 150 additional aircraft, Oakland will take about 350, but San Francisco will not take many because their commercial operations are too busy. That leaves approximately 800 aircraft to be divided between the other Bay Area airports. Buchanan Field is expecting to see around 100 additional aircraft. There will be potential noise issues at the end of Super Bowl when aircraft will be departing after the event through the next day. Mr. Freitas added that this is an opportunity to promote our facility. He also mentioned that the Airport has rented out several vacant areas to the FBOs to maximize their operation and attract as many people as possible.

Ronald Reagan asked how information is being disseminated to the public. Beth Lee responded that an email has been sent to the cities, Claycord, and other websites, and to the Supervisor's offices with a request to distribute this information to the municipal advisory councils and town councils and County Public Information Officer for media coverage regarding the event and lay out expectations.

Derek Mims recommended outreach to neighboring businesses so they are prepared for the event.

Keith McMahon suggested meeting with local business associations to maximize this business opportunity and make good connections for the future. He also advised positive messages to the public to get them excited about the event.

f. Rates and Charges – Hangar/Tie-down Rates/CPI Waiver

Beth Lee referred to the "Economic Development Incentive Program (EDIP) priorities and hangar rate comparisons attachments. One recurring topic has been Buchanan Field rates as compared with other airports in the area (a difficult comparison to make as there are many factors). Buchanan's rates are in the higher range, and although hangar occupancy is at 100%, the Airport is seeking to position itself for the future. A three (3) year CPI waiver for all aviation businesses and hangar tenants is being recommended to the Board of Supervisors as an initial step towards this goal. This item will go to the Board of Supervisors on February 9th for an effective date of April 1, 2016 through March 31, 2019. Airports staff will also assess other rates and charges.

Keith Freitas reminded the group that while lowering rates makes the Airport competitive, it also reduces the quantity of and speed to make other desired improvements.

Maurice Gunderson requested clarification on how the hangar waiting list process works. Conversation then turned to Byron Airport and how interest there can be increased. Cheryl Clarke explained that when making a choice between Buchanan Field, Byron Airport, and Rio Vista, she chose Buchanan because of the location and availability of services not only at the airport itself but in the surrounding area. She stated that Byron Airport lacks services and there is nothing in Byron itself which influenced her decision not to rent a hangar there.

Keith McMahon suggested that as painful as it might be, a CPI increase would be helpful for future development. Ms. Lee explained that the rationale for the CPI waiver was to stay competitive to retain existing and attract new tenants.

UPDATES/ANNOUNCEMENTS

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

Beth Lee announced that Jake Allred, Environmental and Community Relations, is no longer with the County.

Tom Weber recommended that AAC staff be more visible at flight club meetings. Maurice Gunderson said he will have the MDPA calendar for the next meeting and agreed that it would be great if AAC members could attend some meetings. There

has been significant improvement since Airports staff has started to attend club meetings to erase the "us versus them" mentality.

b. Airport Land Use Commission (ALUC) Update

Tom Weber gave a brief update on the following items:

- The 50 ft. Pylon sign has been approved.
- Chevron is vacating the building on Diamond Blvd. and a shopping center will be going in there.
- The Triennial Review of the AAC is coming up and the Board of Supervisors has requested input from the ALUC and the Airport Committee to advise them regarding the usefulness of the AAC.

c. AAC Announcements

None

d. Airport Staff Announcements

Cheryl Clarke expressed her appreciation for the new asphalt. She said the fire extinguishers have been removed and asked if they are going to be replaced. Keith Freitas responded that they were just delivered and will be replaced.

e. Copy of Last Month's Noise Presentation

No comments

FUTURE AGENDA ITEMS/COMMENTS

- Update on the Bylaws
- Outreach from AAC to the flying clubs
- Super Bowl 50 debrief and review

ADJOURNMENT: The meeting was adjourned by the Chair at 11:20 a.m.

FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
December 10, 2015**

- MEETING CALLED:** Chair Ronald Reagan welcomed everyone and called the meeting to order at 10:00 a.m.
- PRESENT:** **Roger Bass**, District II
Mike Bruno, Vice Chair, CCC Airports Business Association
Maurice Gunderson, Member at Large
DeWitt Hodge, Secretary, Member at Large
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
Keith McMahon, City of Concord
- STAFF:** Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Jake Allred, Airport Environmental and Community Relations Officer
- OPENING COMMENTS
BY CHAIR:** Ronald Reagan opened the meeting with roll call and welcomed attendees.
- PUBLIC COMMENT
PERIOD:** Duane Allen commented that he is impressed with the East Ramp pavement project and enjoys the smooth surface, but is disappointed in the quality as there is some loose asphalt.
- APPROVAL OF
MINUTES:** Moved by Maurice Gunderson; seconded by Mike Bruno. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Derek Mims, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Keith McMahon

**APPROVAL OF
CONSENT ITEMS:**

Moved by Tom Weber; seconded by Mike Bruno. Approved unanimously. Yes: Roger Bass, Mike Bruno, Maurice Gunderson, DeWitt Hodge, Derek Mims, Rudi Raab, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Tina Dodson and Keith McMahon.

PRESENTATION/SPECIAL REPORTS - None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

e. Pleasant Hill Sign Issue

Ronald Reagan moved agenda item e. to the beginning of the meeting. Tom Weber introduced Jamar Stamps, Department of Conservation and Development, who provides staff support to the Airport Land Use Commission (ALUC). The ALUC reviews land development applications in the areas around the public airports including Buchanan Field and Byron Airport.

Tom Weber reported that a developer has bought the former K-Mart shopping center property and is working with the City of Pleasant Hill. ALUC staff received a review request from the City of Pleasant Hill. At issue was a 67-foot pylon sign. The FAA determined that the sign is not a hazard to air navigation but a citizen's group filed an appeal stating the sign is out-of-place in a small town. The City Council requested the developer to make the sign less than 50 feet high and will make a final determination on Monday, December 14, 2015.

DeWitt Hodge asked if there would be hazard lights on the sign and how bright the sign would be. Mr. Weber responded that the use of hazard lights would depend on the height of the sign but that Mr. Stamps put in a condition that any lighting would not be a hazard to aviation.

Mr. Allen raised a concern about impact on parking at Diablo Valley College. Mr. Reagan suggested he bring it up at the Public Hearing at City Hall on December 14th.

b. Airport Noise Report & Statistics Report (September and October)

Beth Lee suggested combining agenda items b. and c. into one discussion.

Jake Allred, Environmental and Community Relations Officer, gave a PowerPoint presentation on the Airport's noise program. There is a correlation between Airport operation levels and noise complaints; operations and noise complaints have increased significantly from 2014 to 2015 at Buchanan Field. Mr. Allred went over the complaint analysis which included specifics, noise distribution areas, and the reasons for the increase.

Communication Efforts - Keith Freitas and Jake Allred met with Flight School Instructors to discuss recommended flight routes and distribute noise brochures to

new students. They also met with Tower Controllers to make sure they were making the same suggestions for flight patterns. Additionally, MDPA volunteered to disseminate information regarding noise issues and preferred flight paths to aviation clubs.

Program Improvements: Mr. Allred made the following revisions to the noise complaint process:

- Call and/or email the complainant rather than sending a letter
- Improve noise program map
- Increase outreach to flight schools and flying clubs

Ronald Reagan asked if some of the flight school activities could be moved to Byron. Mike Bruno responded that Byron is a non-towered airport and students would have to make more decisions and talk on the radio, in addition to dealing with different wind conditions and runway layout.

Tom Weber (as well as other AAC members) commended Mr. Allred on his excellent analysis and suggested that AAC members could also assist with dissemination of noise program information.

DeWitt Hodge suggested creating a video for pilots emphasizing some practical “do’s and don’ts” when flying in the area, and another video oriented toward the public to help them understand the dynamics of the airports.

Roger Bass wondered what time of day the complaints are occurring most often and if limiting touch-and-goes at night would make a difference. Mr. Allred explained that noise complaints occur both day and night. Keith Freitas added that Buchanan Field is one of a few airports in the country that have FAA grandfathered noise abatement restrictions for jet aircraft, training operations and other noise-related issues.

Mike Bruno expressed his appreciation for the information provided to the flight school instructors and students. He also stated that calling versus sending letters regarding noise complaints is a much better approach.

c. Noise Program Changes

Already covered

d. Buchanan Field/Byron Construction

Keith Freitas gave the following brief report:

Buchanan Field – The construction portion of the East Ramp project has been completed and tenant feedback was predominantly positive. In response to Duane Allen’s comments about the quality of the gravel in the East Ramp, Mr. Freitas explained that larger aggregate was used, which is more porous but more durable and lasts longer.

Byron Airport – The first phase of the rejuvenation of the pavement, remarking and replacement of signs has been completed. The project is now entering the second phase and will include remarking of the pavement and sign installation and will last approximately 5 weeks. Byron Airport tenants will be notified about runway closures;

only one runway will be closed at a time. The work is scheduled to be performed Monday through Friday so that the Airport will be fully operational on the weekends.

f. AAC Member Representation

Ronald Reagan reported that there are attendance issues with the representative from Diablo Valley College (DVC). There has been a suggestion to make it another At Large position.

Tom Weber stated that according to the bylaws, the AAC does not have the authority to change it from a DVC to an At Large position.

Dominic Aliano, District IV Representative, reported that Supervisor Karen Mitchoff spoke to Peter Garcia, President of DVC, regarding DVC's representation on the AAC. Mr. Garcia is writing a letter to relinquish DVC's seat on the AAC. Supervisor Mitchoff would have liked to have seen someone from the DVC community on the AAC but, since they are petitioning to relinquish the seat, she is amenable to having it become an At Large position.

Mr. Weber confirmed with Mr. Aliano that the AAC would amend its bylaws which would then be forwarded to the Internal Operations Committee (IOC), and then presented to the Board of Supervisors. Mr. Weber also suggested that the AAC get a working group together to review the bylaws for necessary changes. Mr. Aliano requested the AAC to wait until Supervisor Mitchoff has received the letter from Mr. Garcia.

Derek Mims suggested creating a working group of no more than 3 people to review the bylaws, since the process is lengthy. DeWitt Hodge, Tom Weber, and Derek Mims volunteered to be on the committee. Mr. Mims requested to put the bylaws on the next meeting agenda in order to give the rest of the AAC members a chance to see if there is anything that needs to be updated or changed.

Russell Roe stated that he is not opposed to changing the bylaws but pointed out that the Supervisors set up the AAC and the bylaws the way they wanted it to operate and questioned whether it is the AAC's prerogative to decide how to operate.

Ronald Reagan clarified that as an advisory committee, it is the AAC's job to advise the Supervisors and nothing the AAC does is designed to preclude the Board's authority.

g. AAC Annual Report

Mr. Reagan thanked Mr. Hodge for preparing the AAC Annual Report.

h. Super Bowl Aircraft Parking and Update

Keith Freitas reminded the group that the Super Bowl will be held at the Levi's Stadium in Santa Clara County on Sunday, February 7, 2016. The FAA is projecting 1,200 jets coming into the Bay Area for the event. The Airport has vacant space that went to bid to the Fixed-Base Operators (FBO's) for special event parking. According to other airports that have experienced this event, the FBO's will typically receive calls 2-3 weeks prior to the Super Bowl regarding people who want to fly into the airport.

i. **Airport Enterprise Fund Fiscal Year 2014/15 100% Budget Review**
Keith Freitas reported that the Airport hit revenue targets for the year (at 108%) and remained under budget on expenditures (at 87%). The target for the emergency fund was met at \$400,000. The Mariposa Fund was used for the utility and infrastructure analysis and the pavement enhancement project at Byron Airport. The Department of Conservation and Development's Byron Airport General Plan Amendment, will be using between \$250,000 to \$300,000 of the Mariposa Community Benefit fund.

j. **Rates and Charges**
Beth Lee gave an overview of the upcoming rates and charges for the Airports. This process started over 3 years ago with CPI waivers for 2 years and then was discussed in the Airport initiated Economic Development Incentive Program (EDIP) process that started in June 2014. As indicated previously, rates and charges were going to be examined and updated when the EDIP process commenced. As a reminder, the Airports are very competitive (having 100 % hangar occupancy rate) but are looking to better position competitiveness for the future (attraction and retention opportunities). Airports staff will be providing more information at the next few AAC meetings regarding proposed rates and charges items. This item will also be reviewed by the Airport Committee and then will be scheduled before the full Board for consideration.

Ronald Reagan requested an updated report on rates and charges for the AAC to review. Ms. Lee responded that there will be several meetings going forward to address this issue in detail and this item will be on the agenda for the next meeting.

UPDATES/ANNOUNCEMENTS

a. **What is happening at Buchanan Field & Byron Airports/Other Airports**
The annual Santa Event took place on Saturday, December 5, 2015. Unfortunately attendance was lower than previous years presumably because the skydiving has been eliminated. However, the people that did attend the event were generous and the Airport raised approximately \$200 for the Food Bank in addition to receiving a half barrel of food.

b. **Airport Land Use Commission (ALUC) Update**
None

c. **AAC Announcements**
None

d. **Airport Staff Announcements**
None

FUTURE AGENDA ITEMS/COMMENTS

- Bylaws
- Rates and Charges

ADJOURNMENT: The meeting was adjourned by the Chair at 11:24 a.m.

Noise Abatement Statistics

December 2015

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2015	2015	2014	2015	2014	
TOTAL NUMBER OF COMPLAINTS	1	1	2	152	81	88%
LOCATION OF COMPLAINTS						
Concord	1	1	0	24	8	200%
Pleasant Hill	0	0	0	35	29	21%
Pacheco	0	0	1	11	20	-45%
Martinez	0	0	0	38	12	217%
Byron	0	0	0	0	0	0%
Other	0	0	1	29	11	164%
Subtotal	1	1	2	137	80	71%
Special Events	0	0	0	15	1	1400%
Total Number of Complaints	1	1	2	152	81	88%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		1	1	123	61	
Byron Airport		0	0	0	0	
Law Enforcement/Lifeguard Lights		0	1	0	4	
Non-associated		0	0	29	16	
TIME OF INCIDENT						
Day (0700 - 1700)		1	2	116	61	
Evening (1700 - 2200)		0	0	27	9	
Night (2200 - 0700)		0	0	8	4	
All Times		0	0	1	7	
TYPE OF COMPLAINT						
Noise		1	1	72	34	
Low Flying		0	0	12	10	
Noise and Low Flying		0	1	54	24	
Too Many Aircraft		0	0	11	6	
Other		0	0	4	7	
TYPE OF AIRCRAFT						
Jet		0	0	15	9	
Propeller		1	1	109	46	
Helicopter		0	1	17	15	
All Types		0	0	9	8	
Unknown		0	0	2	3	
	0	0	0	0	0	
	0	0	0	0	0	
TOTAL AIRCRAFT OPERATIONS		6,654	5,917	109,439	105,144	4%
COMPLAINTS PER 10,000 OPERATIONS		2	3	14	8	80%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY		2	2	11	6	94%

Contra Costa County Airports Monthly Operations Report

December 2015

	December 2015	December 2014	YTD 2015	YTD 2014	% CHANGE 2014/2015
AIRCRAFT OPERATIONS					
Total Operations	6,654	5,917	109,440	105,144	4%
Local Operations	3,780	3,489	59,301	57,660	3%
Itinerant Operations	2,025	1,619	39,532	37,087	7%
Total Instrument Ops	694	669	8,780	7,849	12%
FUEL FLOWAGE					
100 Octane	12,958	11,066	268,778	226,160	19%
Jet Fuel	49,160	43,557	772,004	660,270	17%
Total	62,118	54,623	1,040,782	886,430	17%
BYRON INFORMATION					
Byron Fuel	5,162	2,172	66,789	40,479	65%
SKYDIVERS					
Number of Flights	61	48	1,334	1,605	-17%
Experienced Jumps	438	431	10,634	13,784	-23%
First Time Jumps	137	82	3,062	2,904	5%
Student Jumps	19	46	313	445	-30%

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

The following certified Board Orders are attached:

- January 5, 2016 *APPROVE Fiscal Year (F/Y) 2015/16 Appropriation and Revenue Adjustment No. 5028 in the amount of \$1,000,000 for increased revenue being transferred from the Airport's Capital Maintenance Reserve Fund available balance to balance the budget or the unanticipated FY 2015/16 budget expense regarding the Buchanan Field for the East Ramp Hangar Pavement Reconstruction.*
- January 5, 2016 *APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Stephen Gray and Sarah Gray for a T-hangar at Buchanan Field Airport effective December 1, 2015 in the monthly amount of \$394.10, Pacheco area. (District IV)*
- January 19, 2016 *ACCEPT the Potential Super Bowl 50 Impacts on the Contra Costa County Airports report.*
- January 19, 2016 *APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Charles Luther for a Shade-hangar at Buchanan Field Airport effective January 7, 2016 in the monthly amount of \$177.07, Pacheco area. (District IV)*
- January 19, 2016 *APPROVE and AUTHORIZE the Director of Airports, or designee, to execute, on behalf of the County, a lease amendment modifying the lease between the County, as Lessor, and Excelsior J D CO, LLC, as Tenant, for the lease of property located at 2301 Meridian Park Boulevard.*



**Contra
Costa
County**

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: January 5, 2016

Subject: ADJUST. TO REVENUE FROM AIRPORT CAPITAL MAINT. RESERVE FUND & APPROP. FOR EST.
EXPENDITURES AT BUCHANAN FIELD FOR FY 2015/16

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No. 5028 in the amount of \$1,000,000 for increased revenue being transferred from the Airport's Capital Maintenance Reserve Fund to offset expenses relating to the East Ramp Hangar Pavement Reconstruction at Buchanan Field.

FISCAL IMPACT:

100% Airport Enterprise Fund

BACKGROUND:

On August 10, 2015, the Buchanan Field East Ramp Pavement Project commenced. This item was not included in the F/Y 2015/16 budget as project timing was not determined until after the budget had been set. The appropriation of Capital Maintenance Reserve Fund available fund balance is needed to offset this expense. The Capital Maintenance Reserve Fund is intended to cover large maintenance needs.

APPROVE

OTHER

RECOMMENDATION OF CNTY
ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 01/05/2016 APPROVED AS
RECOMMENDED

OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
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: January 5, 2016

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925) 681-4200

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Airport Enterprise Fund budget will be out of balance as expenditures will far exceed current Airport budget.

ATTACHMENTS

TC 24/27 5028



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: January 5, 2016

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 Stephen Gray and Sarah Gray for a T-hangar at Buchanan Field Airport effective December 1, 2015 in the monthly amount of \$394.10, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,729.20 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

APPROVE

OTHER

RECOMMENDATION OF CNTY
ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 01/05/2016 APPROVED AS
RECOMMENDED

OTHER

Clerks Notes:

VOTE OF SUPERVISORS

- AYE: John Gioia, District I Supervisor
- Candace Andersen, District II Supervisor
- Mary N. Piepho, District III Supervisor
- Karen Mitchoff, District IV Supervisor
- Federal D. Glover, District V 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: January 5, 2016

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925) 681-4200

cc:

BACKGROUND: (CONT'D)

of the aircraft hangars and shelters, pursuant to the terms of the above lease.

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

On February 3, 2008, Contra Costa County Board of Supervisors approved the amended T-Hangar Lease Agreement 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.

ATTACHMENTS

Stephen & Sarah Gray Hangar Agreement



**Contra
Costa
County**

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: January 19, 2016

Subject: Potential Super Bowl 50 Impacts on the Contra Costa County Airports (District III and IV)

RECOMMENDATION(S):

ACCEPT the Potential Super Bowl 50 Impacts on the Contra Costa County Airports report.

FISCAL IMPACT:

There is no negative impact on the General Fund.

BACKGROUND:

Presentation by Keith Freitas, Director of Airports for Contra Costa County, regarding the potential impacts of Super Bowl 50 on the Contra Costa County airports (Buchanan Field and Byron) as requested by Supervisor District IV.

APPROVE

OTHER

RECOMMENDATION OF CNTY
ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 01/19/2016 APPROVED AS
RECOMMENDED

OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
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: January 19, 2016

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

ABSENT: Mary N. Piepho, District III
Supervisor

By: Stephanie L. Mello, Deputy

Contact: Beth Lee, (925) 681-4200

CONSEQUENCE OF NEGATIVE ACTION:

n/a

ATTACHMENTS

Super Bowl 50 PowerPoint Presentation



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: January 19, 2016

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 Charles Luther for a Shade-hangar at Buchanan Field Airport effective January 7, 2016 in the monthly amount of \$177.07, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$2,124.84 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.

APPROVE

OTHER

RECOMMENDATION OF CNTY
ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 01/19/2016 APPROVED AS
RECOMMENDED

OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
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: January 19, 2016

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

ABSENT: Mary N. Piepho, District III
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925) 681-4200

BACKGROUND: (CONT'D)

>

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

On February 3, 2008, Contra Costa County Board of Supervisors approved the amended T-Hangar Lease Agreement 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.

ATTACHMENTS

Charles Luther Hangar Agreement



**Contra
Costa
County**

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: January 19, 2016

Subject: Approve and Authorize First Amendment to Lease with Excelsior J D CO, LLC, Pacheco Area (District IV)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute, on behalf of the County, a lease amendment modifying the lease between the County, as Lessor, and Excelsior J D CO, LLC, as Tenant, for the lease of property located at 2301 Meridian Park Boulevard.

FISCAL IMPACT:

The lease amendment provides a rent credit of \$1,810 for 24 months (for a total of \$43,440) to compensate the tenant for a portion of the improvements made to the building.

BACKGROUND:

The County originally entered into a lease with Caffino Express, LLC in 2010 for the purposes of operating and maintaining a drive-through and walk-up gourmet coffee/espresso business. In 2015, the lease was assigned to Excelsior J D CO, LLC, dba Java DeTour.

Excelsior J D CO, LLC has made substantial improvements (over \$75,000) to the building since the lease was assigned to them; this building will

APPROVE

OTHER

RECOMMENDATION OF CNTY
ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 01/19/2016 APPROVED AS
RECOMMENDED

OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
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: January 19, 2016

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

ABSENT: Mary N. Piepho, District III
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925) 681-4200

cc:

BACKGROUND: (CONT'D)

revert to the County at the end of the term. Excelsior J D CO, LLC also acquired three other coffee kiosks in the region and all have substantially lower monthly rent than the property at the Buchanan Field Airport. The high rent coupled with the high improvement costs have made the property economically challenging.

In order to compensate Excelsior J D CO, LLC, for a portion of the building improvements, the lease is being amended to create a monthly rent credit equal to \$1,810 per month for 24 months, for a total credit amount of \$43,440. As the original lease term would end in February 2018, this lease amendment also exercises the first lease extension period to extend the term until 2023 as permitted under the lease.

The lease amendment will permit a continuation of desired commercial gourmet coffee/espresso services at the Buchanan Field Airport. This use is consistent with the policies identified within the Buchanan Field Airport Master Plan. Further, the Lease will provide rental and sales tax revenue to the Airport Enterprise Fund and County General Fund.

CONSEQUENCE OF NEGATIVE ACTION:

Not granting the modified terms could result in Excelsior J D CO, LLC not exercising the first lease extension period and the lease could terminate in February 2018.

ATTACHMENTS

ExJD/Contra Costa Lease Amendment



**Training Certification
For
Members of a County Advisory Body**

By signing below, I certify that on _____, I watched the entire Brown Act and Better Government Ordinance video, which is available on: 1) the Contra Costa County website, 2) CCTV, or 3) by requesting a copy from the County Administrator's Office.

By signing below, I certify that on _____, I watched the entire Ethics Orientation for County officials video which is available on: 1) the Contra Costa County website, 2) CCTV, or 3) by requesting a copy from the County Administrator's Office.

(Name of Member)

(Date)

(Name of Advisory Body)

(Member's Seat Name)

Return this certification to the chair or staff of your advisory body. The advisory body staff should keep the original and send a copy to the Clerk of the Board of Supervisors. This certification should be included in your advisory body's annual report to the Board of Supervisors. All newly appointed members have 90 days to complete this training, and, it is recommended that the training be reviewed at two year intervals.

BYLAWS

CONTRA COSTA COUNTY AVIATION ADVISORY COMMITTEE

As Amended September 14, 2010

I. Name

The name of the committee is the Contra Costa County Aviation Advisory Committee (the "AAC").

II. Membership

A. All appointments to the AAC must be made by the Board of Supervisors of Contra Costa County (the "Board").

B. The AAC consists of the following eleven members:

- i. One member nominated by each of the five (5) members of the Board.
- ii. One member nominated by the City of Concord.
- iii. One member nominated by the City of Pleasant Hill.
- iv. One member nominated by Diablo Valley College.
- v. One member nominated by the Contra Costa County Airports Business Association.
- vi. Two members at large, representing the general community.
 1. For at-large appointments, the AAC will screen, interview, rank the applicants, and make its nomination(s) to the Internal Operations Committee.
 2. The AAC will provide the Internal Operations Committee with a memo that (a) summarizes all recruitment efforts by the AAC, (b) sets forth the AAC's nominations for appointment, and (c) attaches a copy of the applications received from all qualifying applicants.
 3. The Internal Operations Committee will forward its recommendations for the at-large positions to the Board of Supervisors for consideration.

C. At least one member of the AAC must be a member of the Airport Land Use Commission.

D. All members of the AAC must reside in Contra Costa County, work in Contra Costa County, or both.

- E. Scheduled and unscheduled vacancies are to be filled in accordance with the procedures set forth in the County's Resolution No. 2002/377.
- F. AAC members must adhere to the Policy for Board Appointees established by the Board under Resolution 2002/376, which addresses, among other things, the need for AAC members to avoid conflicts of interest. AAC members shall disclose all potential conflicts of interest to the AAC.

III. Term

- A. The term of each member's appointment is three years. An appointment made to fill an unscheduled vacancy will be for the term remaining for the vacated seat. Terms are staggered.
- B. If the appointing jurisdiction has not reappointed a member on or before the specified expiration date, then that member may hold over on a month-to-month basis for a period not to exceed 60 days.

IV. Attendance Requirements

- A. Regular attendance at meetings of the AAC is required. Failure to attend three scheduled consecutive meetings will be considered grounds for the AAC to recommend to the Board that the offending member's appointment be rescinded by the Board. A significant pattern of absences may also be considered grounds for recommending rescission of a member's appointment.
- B. The Chairperson of the AAC may, in his or her reasonable discretion, excuse AAC members from attending one or more meetings of the AAC.
- C. The Chairperson will notify any member at risk of having his or her appointment rescinded before recommending rescission to the Board.
- D. Rescission of an appointment to the AAC may only be effected by an action of the Board.

V. Quorum

- A. Six members of the AAC constitute a quorum. All AAC's actions, unless otherwise provided for, require a majority vote by a quorum.

VI. Officers

- A. The AAC shall elect its own Chairperson, Vice-Chair, and Secretary.

- B. Officers are elected annually at the AAC's regularly scheduled meeting in April. Members may serve a maximum number of three consecutive years in any one office.
- C. Annual officer terms begin on May 1.

VII. Scheduled Meetings

- A. Meetings will be held at Buchanan Field Airport or Byron Airport as appropriate. Regular meetings are to be held at least once each month on a schedule that is established annually by the AAC in May of each year. Special meetings may be held more frequently as needed.
- B. Regular or Special meetings may be scheduled, rescheduled, cancelled, and relocated, provided that all scheduling activities are consistent with the Ralph M. Brown Act and the County's Better Government Ordinance.
- C. Agendas and minutes of all meetings are to be published, distributed, and posted in accordance with the requirements of the Ralph M. Brown Act and the County's Better Government Ordinance.
- D. The Director of Airports will establish and maintain a file of the records of the AAC and provide or arrange for appropriate levels of staff support.

VIII. Purposes and Objectives

- A. The purpose of the AAC is to provide advice and recommendations to the Board on aviation issues that (i) are related to the economic viability and security of airports in Contra Costa County, and (ii) affect the general welfare of people living and working near the airports and in the broader community.
- B. The AAC may conduct public discussions, hear comments on airport and aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendation it makes to the Board of Supervisors.
- C. The AAC may conduct discussions with local, state, and national aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board of Supervisors.

- D. At the Request of the Director of Airports , the AAC shall provide the Director of Airports a forum within which to discuss policy matters affecting the County's airports.

IX. Amendments to Bylaws

Proposed amendments to these Bylaws may only be introduced at a regularly scheduled meeting of the AAC. The AAC's adoption of any proposed amendments to the bylaws must be approved by a majority of the membership present at the regularly scheduled meeting that follows the introduction of the proposed amendments. All amendments to the bylaws are subject to approval of the Board and will be effective once approved by the Board.

BYLAWS

CONTRA COSTA COUNTY AVIATION ADVISORY COMMITTEE

As Amended January 26, 2016

I. Name

The name of the committee is the Contra Costa County Aviation Advisory Committee (the "AAC").

II. Purposes and Objectives

- A. The purpose of the AAC is to provide advice and recommendations to the Board of Supervisors of Contra Costa County (the "Board") on aviation issues that (i) are related to the economic viability and security of airports in Contra Costa County, and (ii) affect the general welfare of people living and working near the airports and in the broader community.
- B. The AAC may conduct public discussions and hear comments on airport and aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board.
- C. The AAC may conduct discussions with local, state, and national aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board.
- D. At the Request of the Director of Airports, the AAC shall provide the Director of Airports a forum within which to discuss policy matters affecting the County's airports.

III. Membership

- A. All appointments to the AAC must be made by the Board. ~~of Supervisors of Contra Costa County (the "Board").~~
- B. The AAC consists of the following eleven members:
 - i. One member nominated by each of the five (5) members of the Board.
 - ii. One member nominated by the City of Concord.
 - iii. One member nominated by the City of Pleasant Hill.
 - iv. ~~One member nominated by the Diablo Valley College.~~

- DRAFT
- iv. One member nominated by the Contra Costa County Airports Business Association.
 - v. ~~Two~~ Three members at large, representing the general community.
 - 1. For at-large appointments, the Internal Operations Committee will interview candidates to make a recommendation of candidate(s) to fill any open position(s). ~~the AAC will screen, interview, rank the applicants, and make its nomination(s) to the Internal Operations Committee.~~
 - 2. ~~The AAC will provide the Internal Operations Committee with a memo that (a) summarizes all recruitment efforts by the AAC, (b) sets forth the AAC's nominations for appointment, and (c) attaches a copy of the applications received from all qualifying applicants.~~
 - 2. The Internal Operations Committee will forward its recommendations for the at-large positions to the Board of Supervisors for consideration.
 - C. At least one member of the AAC must be a member of the Airport Land Use Commission.
 - D. All members of the AAC must reside in Contra Costa County or work in Contra Costa County, ~~or both~~.
 - E. Scheduled and unscheduled vacancies are to be filled in accordance with the procedures set forth in the County's Resolution No. 2002/377.
 - F. AAC members must adhere to the Policy for Board Appointees established by the Board under Resolution 2002/376, which addresses, among other things, the need for AAC members to avoid conflicts of interest. AAC members shall disclose all potential conflicts of interest to the AAC.

IV. Term

- A. The term of each member's appointment is three years. An appointment made to fill an unscheduled vacancy will be for the term remaining for the vacated seat. Terms are staggered.
- B. If the appointing jurisdiction has not reappointed a member on or before the specified expiration date, then that member may hold over on a month-to-month basis for a period not to exceed 60 days.

V. Attendance Requirements

- A. Regular attendance at meetings of the AAC is required. Failure to attend three ~~scheduled~~ consecutive scheduled meetings will be considered grounds for the AAC to recommend to the Board that the offending member's appointment be rescinded by the Board. A significant pattern of absences may also be considered grounds for recommending rescission of a member's appointment.
- B. The Chairperson of the AAC may, in his or her discretion, excuse AAC members from attending one or more meetings of the AAC.
- C. The Chairperson will notify any member at risk of having his or her appointment rescinded before recommending rescission to the Board.
- D. Rescission of an appointment to the AAC may only be effected by an action of the Board.

VI. Quorum

- A. Six members of the AAC constitute a quorum. All AAC's actions, unless otherwise provided for, require a majority vote by a quorum.

VII. Officers

- A. The AAC shall elect its own Chairperson, Vice-Chair, and Secretary.
- B. Officers are elected annually at the AAC's regularly scheduled meeting in April. Members may serve a maximum number of three consecutive years in any one office.
- C. Annual officer terms begin on May 1.

VIII. Scheduled Meetings

- A. Meetings will be held at Buchanan Field Airport or Byron Airport as appropriate. Regular meetings are to be held at least once each month on a schedule that is established annually by the AAC in May of each year. Special meetings may be held more frequently as needed.
- B. Regular or Special meetings may be scheduled, rescheduled, cancelled, and or relocated, provided that all scheduling activities are consistent with the Ralph M. Brown Act and the County's Better Government Ordinance.

- C. Agendas and minutes of all meetings are to be published, distributed, and posted in accordance with the requirements of the Ralph M. Brown Act and the County's Better Government Ordinance.
- D. The Director of Airports will establish and maintain a file of the records of the AAC and provide or arrange for appropriate levels of staff support.

IX. Amendments to Bylaws

Proposed amendments to these Bylaws may only be introduced at a regularly scheduled meeting of the AAC. The AAC's adoption of any proposed amendments to the bylaws must be approved by a majority of the membership present at the regularly scheduled meeting that follows the introduction of the proposed amendments. All amendments to the bylaws are subject to approval of the Board and will be effective once approved by the Board.

BYLAWS
CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE

As Amended January 26, 2016

I. Name

The name of the committee is the Contra Costa County Aviation Advisory Committee (the "AAC").

II. Purposes and Objectives

- A. The purpose of the AAC is to provide advice and recommendations to the Board of Supervisors of Contra Costa County (the "Board") on aviation issues that (i) are related to the economic viability and security of airports in Contra Costa County, and (ii) affect the general welfare of people living and working near the airports and in the broader community.
- B. The AAC may conduct public discussions and hear comments on airport and aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board.
- C. The AAC may conduct discussions with local, state, and national aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board.
- D. At the Request of the Director of Airports, the AAC shall provide the Director of Airports a forum within which to discuss policy matters affecting the County's airports.

III. Membership

- A. All appointments to the AAC must be made by the Board.
- B. The AAC consists of the following eleven members:
 - i. One member nominated by each of the five (5) members of the Board.
 - ii. One member nominated by the City of Concord.
 - iii. One member nominated by the City of Pleasant Hill.
 - iv. One member nominated by the Contra Costa County Airports Business Association.
 - v. Three members at large, representing the general community.

- DRAFT
1. For at-large appointments, the Internal Operations Committee will interview candidates to make a recommendation of candidate(s) to fill any open position(s).
 2. The Internal Operations Committee will forward its recommendations for the at-large positions to the Board for consideration.
- C. At least one member of the AAC must be a member of the Airport Land Use Commission.
- D. All members of the AAC must reside in Contra Costa County or work in Contra Costa County.
- E. Scheduled and unscheduled vacancies are to be filled in accordance with the procedures set forth in the County's Resolution No. 2002/377.
- F. AAC members must adhere to the Policy for Board Appointees established by the Board under Resolution 2002/376, which addresses, among other things, the need for AAC members to avoid conflicts of interest. AAC members shall disclose all potential conflicts of interest to the AAC.

IV. Term

- A. The term of each member's appointment is three years. An appointment made to fill an unscheduled vacancy will be for the term remaining for the vacated seat. Terms are staggered.
- B. If the appointing jurisdiction has not reappointed a member on or before the specified expiration date, then that member may hold over on a month-to-month basis for a period not to exceed 60 days.

V. Attendance Requirements

- A. Regular attendance at meetings of the AAC is required. Failure to attend three consecutive scheduled meetings will be considered grounds for the AAC to recommend to the Board that the offending member's appointment be rescinded by the Board. A significant pattern of absences may also be considered grounds for recommending rescission of a member's appointment.
- B. The Chairperson of the AAC may, in his or her discretion, excuse AAC members from attending one or more meetings of the AAC.

- C. The Chairperson will notify any member at risk of having his or her appointment rescinded before recommending rescission to the Board.
- D. Rescission of an appointment to the AAC may only be effected by an action of the Board.

DRAFT

VI. Quorum

- A. Six members of the AAC constitute a quorum. All AAC's actions, unless otherwise provided for, require a majority vote by a quorum.

VII. Officers

- A. The AAC shall elect its own Chairperson, Vice-Chair, and Secretary.
- B. Officers are elected annually at the AAC's regularly scheduled meeting in April. Members may serve a maximum number of three consecutive years in any one office.
- C. Annual officer terms begin on May 1.

VIII. Scheduled Meetings

- A. Meetings will be held at Buchanan Field Airport or Byron Airport as appropriate. Regular meetings are to be held at least once each month on a schedule that is established annually by the AAC in May of each year. Special meetings may be held more frequently as needed.
- B. Regular or Special meetings may be scheduled, rescheduled, cancelled, or relocated, provided that all scheduling activities are consistent with the Ralph M. Brown Act and the County's Better Government Ordinance.
- C. Agendas and minutes of all meetings are to be published, distributed, and posted in accordance with the requirements of the Ralph M. Brown Act and the County's Better Government Ordinance.
- D. The Director of Airports will establish and maintain a file of the records of the AAC and provide or arrange for appropriate levels of staff support.

IX. Amendments to Bylaws

Proposed amendments to these Bylaws may only be introduced at a regularly scheduled meeting of the AAC. The AAC's adoption of any proposed amendments to the bylaws must be approved by a majority of the membership present at the regularly scheduled meeting that follows the introduction of the proposed amendments. All amendments to the bylaws are subject to approval of the Board and will be effective once approved by the Board.

Contra Costa County Aviation Advisory Committee

Term Expires	Member	Representing
3/1/17	Rudi Raab	District 1 – (Gioia)
3/1/16	Tina Dodson	Diablo Valley College
3/1/18	Ronald Reagan	District 3 – (Piepho)
3/1/18	Roger Bass	District 2 – (Andersen)
3/1/18	Maurice Gunderson	Member At Large
3/1/16	Mike Bruno	CCC Airports Business Association
3/1/17	Russell Roe	District 5 – (Glover)
3/1/16	Keith McMahon	City of Concord
3/1/18	Derek Mims	City of Pleasant Hill
3/1/17	DeWitt Hodge	Member At Large
3/1/17	Tom Weber	District 4 – (Mitchoff)



Mount Diablo Pilots Association
PO Box 6632
Concord, CA 94524

January 26, 2016

Contra Costa County Aviation Advisory Committee
550 Sally Ride Drive
Concord, CA 94520

Attention: Mr. Ronald Reagan, Chairman

Dear Ron,

I'm writing to you as President of the Mount Diablo Pilots Association (MDPA). At our previous AAC meeting, Tom Weber suggested it would be beneficial for AAC members to attend MDPA functions as a way to more widely engage with the local pilot community. MDPA wholeheartedly supports this idea. Please accept our invitation for any AAC members to attend all MDPA events. MDPA typically holds two events each month, all at the Airport Clubhouse:

Breakfast, Safety Meeting, and Historic Aircraft Exhibit - First Saturday, 9:00 AM.
The Safety Meetings are discussions lead by MDPA members based on their personal flying experiences. Following the meeting, weather permitting, we usually have a fly-out to a local airport for lunch.

Membership Meeting and Dinner - Third Friday, 6:00 PM.
A local restaurant caters our dinners. Usually we have a guest speaker, which have ranged from air traffic controllers to retired military pilots.

Additional details can be found on MDPA's web site: www.mdpa.org Also, if individual AAC members desire, we can add their email addresses to the MDPA event mailing list. We hope to see you soon at MDPA events.

Sincerely,

Mount Diablo Pilots Association

Maurice Gunderson
President

O: 925-254-8364
M: 415-810-4559
E: mauricegunderson@mac.com