

**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive
Thursday, March 10, 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 (February 2016)**
- 5. Consider Consent Items**
 - a. Airport Noise Report (January 2016)
 - b. Statistics Report (January 2016)
 - c. Relevant Board Actions
 - d. 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. Airport Strategic Business Plan
 - d. Bylaws
 - e. Business Items:
 - TDMC
 - Parcel C
 - Industrial Business Park
 - Potential Scheduled Airline Charter Service
 - OverWatch Flight & Conditioning
 - 1500 Sally Ride Drive
 - MOGAS
 - f. 2016 Construction Project Taxiway Echo and Kilo
- 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): April 14, 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	Y											
Mike Bruno	Airports Bus. Assoc.	michael@sterlingav.com	Y	Y											
DeWitt Hodge	Member at Large	dewitt.hodge@comcast.net	Y	Y											
Ronald Reagan	District 3	ron@rmsea.com	Y	Y											
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	Y	Y											
Russell Roe	District 5	russroe@pacbell.net	ABS	ABS											
Keith McMahon	City of Concord	keithcmcmahon@gmail.com	Y	ABS											
Roger Bass	District 2	twofivexray@yahoo.com	Y	Y											
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	Y											
Tom Weber	District 4	tr-weber@sbcglobal.net	Y	ABS											
Tina Dodson	DVC	tdodson@dvc.edu	ABS	ABS											

Was There a Quorum? Y or N	Y	Y													
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ABS = Absent
Y = Present

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
February 11, 2016**

MEETING CALLED: Chair Ronald Reagan called the meeting to order at 10:01 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

ABSENT: **Tina Dodson**, DVC
Keith McMahon, City of Concord
Russell Roe, District V
Tom Weber, District IV

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

**OPENING COMMENTS
BY CHAIR:** Ronald Reagan thanked those present.

**PUBLIC COMMENT
PERIOD:** None

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

**APPROVAL OF
CONSENT ITEMS:**

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

PRESENTATION/SPECIAL REPORTS: None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Byron Construction

Keith Freitas reported that the second phase of the Byron construction project started in January and includes new signs and electrical upgrades. Runway 5/23 has been completed as of February 10th and Runway 12/30 should be completed the following week. This project has not inconvenienced the tenants because one runway has always been open during the week and both runways have been open on the weekends. Tenant feedback has been positive. It is a \$1.1 million dollar project and is 95% funded by the FAA.

c. Brown Act Training

Beth Lee referred to the County's training certification form for County advisory bodies. She explained that new members need to take the training within 30 days of appointment and existing members should be certified every two (2) years. Two videos are available on the County's website. Members should watch the videos, sign the certification form and submit it to Airports staff.

d. Bylaws

Ronald Reagan thanked DeWitt Hodge, Derek Mims, and Tom Weber for their work on the AAC Bylaws. He suggested moving this item to the next AAC meeting in order to have another month to review the Bylaws prior to it going in front of the Airport Committee.

DeWitt Hodge suggested that the AAC members review the amended Bylaws that are attached to the packet prior to the next meeting so they can be finalized at that time.

Roger Bass asked if the draft of the Bylaws has been submitted to the Supervisors. Dominic Aliano confirmed that they have seen the draft.

Derek Mims explained that the DVC appointed member change drove the process to amend the Bylaws, but he suggested AAC members take this opportunity to make the Bylaws as accurate as possible.

e. AAC Term Expirations

Mike Bruno, Tina Dodson, and Keith McMahon's terms are expiring as of March 1, 2016. Term expiration letters were sent in November 2015.

f. Outreach from AAC to Flying Clubs

Maurice Gunderson referred to the letter in the AAC packet inviting AAC members to attend MDPA meetings. He reported that the Economic Development Incentive Program (EDIP) group was exploring what actions Airport management could take to improve dialogue between pilots and the Airport. Keith Freitas, Beth Lee, and Dominic Aliano have all attended some MDPA meetings to great success. Mr. Gunderson explained that MDPA is a pilot's club and does not own or rent out planes like some of the other clubs. It is a social organization and promotes safety in flight and relationships with other constituencies around the airport, the general community, and Airport management. MDPA holds two events per month: a dinner meeting on the third Friday of each month often with a speaker, and a breakfast meeting on the first Saturday of every month which includes a safety briefing and a fly-out to local airports to have lunch. Mr. Gunderson will email a sign-up sheet for the Saturday fly-outs. Keith Freitas cautioned that only five AAC members can attend any one event at a time in order to remain in compliance with the Brown Act.

g. Super Bowl 50 Debrief

Keith Freitas reported that anticipated air traffic fell well below projections and that approximately ten aircraft flew into Buchanan Field between the three FBOs. This was due in part because there are sixteen (16) airports (as well as 3 international airports) to choose from in the Bay Area. However, airport operations went smoothly.

Mike Bruno expressed his disappointment in the low turnout, but commended Airports staff for the support they provided to the FBOs in order to be well-prepared.

Maurice Gunderson asked whether the low turn-out was due to fewer jets or because they were spread out between multiple airports. Mr. Bruno believed it was a combination of reasons. He commented that many pilots disliked the reservation system implemented last year and that may have driven them to fly commercially instead. Jet owners enjoy the freedom of coming and going freely and they may have found the reservation system to be too restricting and too much like commercial service for the money, in which case they would be better off flying commercially. There were also issues with amending flight plans. All these things could have had an impact on the air traffic.

Roger Bass added that the TFR which was in place during the Super Bowl may have impacted air traffic as well.

h. Potential Scheduled Charter Service

This agenda item was moved to the beginning of the meeting.

Keith Freitas reported that Airports staff was approached by JetSuite, the fourth largest jet charter company in the U.S., to discuss the possibility of scheduled charter service out of Buchanan Field. He introduced Chris Bernabe of JetSuite.

Mr. Bernabe reported that JetSuite is looking into scheduled charter service out of certain areas and explained that Buchanan Field is one being considered because it is a highly underserved market. There are many businesses and communities north

of Walnut Creek and east of the Concord area. However, business travelers and families must endure large amounts of traffic and time to travel to Oakland or San Francisco. Airport security (TSA) is necessary, but it is an onerous process and the experience as a whole is long and inconvenient.

JetSuite is proposing private terminals, planes with no more than 30 seats, and scheduled charter service, initially between Concord and Burbank and Las Vegas, potentially 4 to 5 days a week out of Concord and 3 to 4 flights per day each way. JetSuite must operate out of a Part 139 airport, which is why they are looking at Buchanan Field. They hope to start charter service sometime in April of this year.

DeWitt Hodge asked who JetSuite's competition is in the scheduled charter business in Northern California. Mr. Bernabe responded that Surf Air is their only competition and they run 8-seater planes in Northern and Southern California, but no one else is offering flights with over 8 seats and JetSuite would be the only scheduled charter on the west coast.

Mr. Hodge asked where on the airport they are planning on operating. Mr. Bernabe replied that they are considering operating out of an FBO initially and then possibly operating out of the Terminal Building in which they would potentially participate in renovations. Ronald Reagan brought up the CPI waiver and the potential cost involved in renovations.

Mike Bruno asked what aviation process model will be used. Mr. Bernabe explained that JetSuite will offer at-will tickets. Tickets will cost approximately \$249-\$299 per seat, per hour (about \$250 one way from Concord to Orange County) and will be all inclusive. The price is competitive with a Southwest walk-up fare. The biggest advantage to this model is the private terminal and not having to go through TSA. They will have their own security process.

Mr. Hodge asked if JetSuite has a cooperative relationship with other airlines so that customers can get to a destination other than Burbank or Las Vegas. Mr. Bernabe said they are establishing a relationship with JetBlue for points, but a connection partnership has not yet been established.

Maurice Gunderson asked if JetSuite is looking at other airports. JetSuite will have flights from San Jose International Airport (Silicon Valley market) to Big Sky Montana (near Bozeman for skiing).

Roger Bass stated that scheduled charter service is a great idea. He also requested that Civil Air Patrol (CAP), the current user of the Terminal Building, be given as much notice as possible if they will need to vacate the Terminal Building. Keith Freitas reported that Airports staff has already met with leaders of the CAP regarding this issue.

Mr. Freitas said that Airports staff will provide information to the community and assuage their fears regarding the potential of increased flights. There are already approximately 300 flights per day flying in and out of Buchanan Field and JetSuite would increase that by approximately 10 flights per day.

Derek Mims asked about the status of the Part 139 certificate. Mr. Freitas reported that Buchanan Field just completed its annual FAA Part 139 certification inspection and passed.

UPDATES/ANNOUNCEMENTS

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

Keith Freitas announced that the 8th annual Tenant Appreciation BBQ will be Thursday, May 5, 2016. Buchanan Field Taxiway Echo and Kilo are in the design phase which includes lighting of the taxiways and pilot-controlled lighting. They are 95% through the design phase and next steps will be to put out to bid (March/April), await FAA funding, and begin the project over the summer.

Beth Lee announced that the Board of Supervisors approved the three (3)-year CPI waiver for all aviation tenants at Buchanan Field and Byron Airports. Mr. Freitas pointed out that this was one of the first items to come out of the EDIP process.

Ms. Lee reported that a letter of interest was received to build an industrial Business Park on the 3-acre parcel on Sally Ride Drive at Marsh Drive.

b. Airport Land Use Commission (ALUC) Update

Ronald Reagan reported that the ALUC lifted restrictions on 80 acres of land near the Byron Airport because the owner has been unable to put a price on the land to sell. Restrictions were initially placed on the land in order to provide pilots a place for emergency landings. However, these restrictions impeded the owner's ability to sell his land.

c. AAC Announcements

None

d. Airport Staff Announcements

None

FUTURE AGENDA ITEMS/COMMENTS

- Bylaws
- Scheduled Charter Service

ADJOURNMENT: The meeting was adjourned by the Chair at 11:06 a.m.

FINAL



**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 McMahan 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.

Noise Abatement Statistics

January 2016

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2016	2016	2015	2016	2015	
TOTAL NUMBER OF COMPLAINTS	5	8	5	8	5	60%
LOCATION OF COMPLAINTS						
Concord	3	4	0	4	0	400%
Pleasant Hill	1	1	0	1	0	100%
Pacheco	0	0	0	0	0	0%
Martinez	1	3	5	3	5	-40%
Byron	0	0	0	0	0	0%
Other	0	0	0	0	0	0%
Subtotal	5	8	5	8	5	60%
Special Events	0	0	0	0	0	0%
Total Number of Complaints	5	8	5	8	5	60%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		8	5	8	5	
Byron Airport		0	0	0	0	
Law Enforcement/Lifeguard Lights		0	0	0	0	
Non-associated		0	0	0	0	
TIME OF INCIDENT						
Day (0700 - 1700)		8	5	8	5	
Evening (1700 - 2200)		0	0	0	0	
Night (2200 - 0700)		0	0	0	0	
All Times		0	0	0	0	
TYPE OF COMPLAINT						
Noise		4	2	4	2	
Low Flying		0	0	0	0	
Noise and Low Flying		4	1	4	1	
Too Many Aircraft		0	1	0	1	
Other		0	1	0	1	
TYPE OF AIRCRAFT						
Jet		2	0	2	0	
Propeller		3	4	3	4	
Helicopter		0	0	0	0	
All Types		1	1	1	1	
Unknown		2	0	2	0	
MULTIPLE CALLER - TRAINING HELICOPTERS	0	0	0	0	0	
MULTIPLE CALLER - NORTH CONCORD	0	0	0	0	0	
TOTAL AIRCRAFT OPERATIONS		6,348	8,511	6348	8511	-25%
COMPLAINTS PER 10,000 OPERATIONS		13	6	13	6	115%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY		13	6	13	6	115%

Contra Costa County Airports Monthly Operations Report

January 2016

	January 2016	January 2015	YTD 2016	YTD 2015	% CHANGE 2015/2016
AIRCRAFT OPERATIONS					
Total Operations	6,348	8,511	6,348	8,511	-25%
Local Operations	3,810	4,891	3,810	4,891	-22%
Itinerant Operations	1,714	2,707	1,714	2,707	-37%
Total Instrument Ops	662	775	662	775	-15%
FUEL FLOWAGE					
100 Octane	10,956	18,747	10,956	18,747	-42%
Jet Fuel	30,578	52,361	30,578	52,361	-42%
Total	41,534	71,108	41,534	71,108	-42%
BYRON INFORMATION					
Byron Fuel	4,432	3,875	4,432	3,875	14%
SKYDIVERS					
Number of Flights	49	77	49	77	-36%
Experienced Jumps	306	940	306	940	-67%
First Time Jumps	99	101	99	101	-2%
Student Jumps	14	26	14	26	-46%

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

The following certified Board Orders are attached:

- February 2, 2016 **AUTHORIZE** the Public Works Director, or designee, to **ADVERTISE** the Buchanan Field Airport pavement maintenance and related electrical upgrades project. Project No. 4855-4652-FAS-6X5333, DCD-CP #14-12, and FAA Project No. 3-06-0050-021 (District IV).
- February 2, 2016 **APPROVE** and **AUTHORIZE** the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Tamsie Irvan for a T-hangar at Buchanan Field Airport effective January 7, 2016 in the monthly amount of \$394.10, Pacheco area. (District IV)
- February 9, 2016 **APPROVE** and **AUTHORIZE** the Director of Airports, or designee, to waive the Consumer Price Index rent adjustment for airport aviation tenants for a three-year period, starting April 1, 2016, and ending March 31, 2019. Concord and Byron Areas (District III and District IV).



**Contra
Costa
County**

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: February 2, 2016

Subject: Buchanan Field Airport Taxiway Echo and Kilo Pavement and Electrical Enhancements

RECOMMENDATION(S):

AUTHORIZE the Public Works Director, or designee, to ADVERTISE the Buchanan Field Airport pavement maintenance and related electrical upgrades project. Project No. 4855-4652-FAS-6X5333, DCD-CP #14-12, and FAA Project No. 3-06-0050-021 (District IV).

FISCAL IMPACT:

The estimated construction cost is \$2,277,000; of which, approximately 90% (or \$2,049,300) will be from the FAA, approximately 2.25% (or \$51,233) will be from Caltrans, and approximately 7.75% (or \$176,467) will be from the Airport Enterprise Fund.

BACKGROUND:

The Contra Costa County Public Works Department is in the process of improving the pavement and upgrading lights and signs on Taxiway Echo and Kilo at the Buchanan Field Airport. The project will include the minor reconstruction and surface maintenance of the two taxiways. The project is necessary to maintain the structural integrity of the taxiways as required by the

APPROVE OTHER
 RECOMMENDATION OF CNTY RECOMMENDATION OF BOARD
ADMINISTRATOR COMMITTEE

Action of Board On: **02/02/2016** APPROVED AS OTHER
RECOMMENDED

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: February 2, 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: (CONTD)

FAA for safety, operational and capacity purposes. The project is consistent with the Buchanan Field Airport Master Plan adopted by the Board of Supervisors on October 28, 2008.

The Department of Conservation and Development previously determined that this project is a Categorical Exemption, under Section 15301 (Class I) of the California Environmental Quality Act (CEQA) Guidelines. The Notice of Exemption (County file CP #14-12) was administratively approved on April 16, 2014. Even though a Categorical Exemption has already been determined, our department still requires that Board of Supervisors to authorize the Public Works Director, or designee, to advertise the project for bids.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in approving the project advertisement will result in a delay of the construction and may jeopardize Federal funding.



**Contra
Costa
County**

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: February 2, 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 Tamsie Irvan for a T-hangar at Buchanan Field Airport effective January 7, 2016 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

<input checked="" type="checkbox"/> APPROVE	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR	<input type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 02/02/2016 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: February 2, 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: (CONTD)

for the maintenance and property management of the property during that 30-year period.

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

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

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

Tamsie Irvan Hangar Agreement



**Contra
Costa
County**

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: February 9, 2016

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

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to waive the Consumer Price Index rent adjustment for airport aviation tenants for a three-year period, starting April 1, 2016, and ending March 31, 2019. Concord and Byron Areas (District III and District IV).

FISCAL IMPACT:

This action has no direct financial impact on the County General Fund. The Airport Enterprise Fund will not recognize additional revenue estimated at \$52,788 annually, based on a 2.6% Consumer Price Index factor.

BACKGROUND:

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 02/09/2016 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: 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: February 9, 2016
David J. Twa, County Administrator and Clerk of the Board of Supervisors

ABSENT: John Gioia, District I Supervisor

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925) 681-4200

cc:

BACKGROUND: (CONT'D)

In 2013, the Airports Division created and began a business retention and attraction program to strengthen and grow the Buchanan Field and Byron Airports. Airports staff convened an Economic Development Incentive Program (EDIP) process, which included a diverse working group representing leasehold tenants, businesses, flight clubs, County hangar and tie-down tenants, and the Aviation Advisory Committee, to help staff develop a program that would best help us to retain and attract new aviation tenants. EDIP participants identified 48 total desired projects and programs to meet the attraction and retention goals. The EDIP process was completed in late 2015 and included a top 3 projects/programs prioritization list for both airports, Buchanan Field and Byron Airport.

One of the top priority items identified was to examine, and if deemed necessary adjust, the aviation use rents to make the airports more financially competitive. Airports staff conducted a market rate rent comparison and found that, in general, aviation rents at our airports are at the high end for the regional market, which could negatively affect our ability to attract new - retain existing- tenants.

The County hangar tenants, which represent a majority of our tenancy, are scheduled to get a CPI rent increase on April 1, 2016. As such, to better attract and retain aviation tenants, a three-year CPI waiver is being requested starting April 1, 2016, and ending March 31, 2019, for aviation use tenants in order to make our aviation use rental rates more comparable to other regional general aviation airports.

The CPI waiver is a crucial component in the County's economic retention and development program for the airports. The Aviation Advisory Committee discussed and supported this item at its January 14, 2016 meeting.

Staff will continue to work with the EDIP stakeholders as they develop a new Rates and Charges schedule for the Buchanan Field and Byron Airports. The Rates and Charges schedule will be vetted through the public process in advance of scheduling this item before the full Board of Supervisors for their review and approval.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to implement a three-year CPI waiver will result in many airport tenants receiving a rent increase on April 1, 2016, which will make our rates even less competitive and may prompt a loss of aviation tenants, businesses and associated revenue.

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

DRAFT

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.
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- 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

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- B. The AAC consists of the following eleven members:
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 - iv. ~~One member nominated by the Diablo Valley College.~~

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.

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- DRAFT
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DRAFT

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AVIATION ADVISORY COMMITTEE**

DRAFT

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