Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive
Thursday, April 14, 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 (March 2016)
5. Consider Consent Items
   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. Hangar Waiting List Complaint Letter/Response
   c. Helicopter Museum Proposal
   d. Tenant BBQ May 5, 2016
   e. Business Items:
      • Potential Scheduled Airline Charter Service
      • MOGAS
   f. Construction Projects for Upcoming Year’s FAA Grant
   g. Aerobatic Noise Letter
   h. AAC Officer Elections
   i. AAC Submit Brown Act Verification
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
   e. Statement From Art Thompson, Pacific States Aviation (PSA), at March Meeting
9. Future Agenda Items
10. Adjourn

Next AAC Meeting (Tentative): May 12, 2016 at 10:00 am
Next Airport Committee Meeting (Tentative): April 27, 2016 at 1:00 pm
# ATTENDANCE ROSTER FOR 2016

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Was There a Quorum? Y or N

|            |        |        |        |        |        |        |        |        |        |        |        |        |        |        | Y     | Y     | Y     |

ABS = Absent
Y = Present
MEETING CALLED: Chair Ronald Reagan called the meeting to order at 9:59 a.m.

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

ABSENT: Roger Bass, District II
Tina Dodson, DVC

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

OPENING COMMENTS BY CHAIR: Ronald Reagan thanked attendees and asked for introductions.

PUBLIC COMMENT PERIOD: On behalf of one of the Airport tenants, Duane Allen requested stronger soap that will cut grease for the men's restroom out on the East Ramp.

Art Thompson, president and owner of Pacific States Aviation (PSA), read and provided a copy of a prepared statement to protest the reappointment of Mike Bruno to the Aviation Advisory Committee (AAC).

Keith Freitas, Director of Airports, requested that the meeting be adjourned in memory of three long-time pilots of Buchanan Field: John Sumners, Ken Elford, and Bob Gonzales.

After the meeting was adjourned, Steve McCaffrey, a local resident, expressed his concerns regarding noise issues. Keith Freitas suggested that this be put on the agenda for a future meeting.


PRESENTATION/SPECIAL REPORTS: None

DISCUSSION/ACTION ITEMS:

a. **Items Pulled from Consent**
   None

b. **Byron Construction**
   Keith Freitas reported that the approximately $1 million dollar project at Byron Airport is complete. The project included crack-sealing, pavement rejuvenation and remarking of all the pavement and replacement of all airfield signs with updated and LED signs. Tenants had operational use of the airfield at all times even with scheduled runway closures. Tenant feedback has been positive.

c. **Airport Strategic Business Plan**
   Beth Lee explained that the Airports Division will be updating its mission, values, goals, and other strategic business plan elements. This process will be expanded to include stakeholder involvement and is scheduled to begin in about 3 weeks.

d. **Bylaws**
   Tom Weber reported that Supervisor Mitchoff is in agreement with the Bylaw amendments.

   Derek Mims made a motion to approve the Bylaws as updated by the working group and submit them to the Airport Committee for their approval.
   **Moved by Derek Mims; seconded by Maurice Gunderson. Approved unanimously.** Yes: Mike Bruno, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Derek Mims, Rudi Raab, Ronald Reagan, Russell Roe and Tom Weber. No: None. Abstained: None. Absent: Roger Bass and Tina Dodson.
e. **Business items:**

- **TDMC:**
  Beth Lee reported that TDMC gave notice at the end of December to terminate their lease. In February they asked to rescind the termination and requested to have the lease assigned to another party. Options are being reviewed through the County process.

- **Parcel C:**
  Parcel C is located on the northwest corner of Marsh Drive and Solano Way. Two-thirds of this parcel is located in the City of Concord’s jurisdiction and the rest is in the County’s jurisdiction. In order for any development to take place an agreement is required between the City of Concord and the County which determines sales tax share and which entity will oversee the entitlement process. Several attempts have been made over the last 10 years, but changes in City and County personnel plus economic downturn interrupted the process. Once the agreement is established the parcel will be jointly marketed. The process is as close to completion as it has ever been; the City of Concord will oversee the entitlement process since they have the largest vested interest in the property.

- **Industrial Business Park**
  The 3-acre parcel is located on the northeast corner of Sally Ride Drive and Marsh Drive. A letter of interest was received to develop a 3-acre industrial business park in that location which is consistent with the Master Plan. As there is no other competitive interest for this parcel, it is going before the Board of Supervisors on March 29, 2016, to authorize lease negotiations. This property has an atypical development limitation which will be addressed thorough a General Plan Amendment process.

- **Potential Scheduled Airline Charter Service:**
  This agenda item was moved to the beginning of the meeting.

Lisa Whalen, of JetSuite, stated that they expect to provide service from Buchanan Field to an airport in Southern California around mid-April pending the FAA approval process. Keith Freitas reported that a rental agreement between the County and JetSuite was approved by the Board of Supervisors on March 1, 2016. Once FAA has given their approval, JetSuite will publicly announce the new service and locations. Airports staff will work with the County Public Information Officer and other stakeholders to disseminate more detailed information to the community to manage expectations. For example, Buchanan Field currently averages about 300 operations per day and JetSuite’s three flights daily would add a very small fraction of jet aircraft already operating at the airport.

DeWitt Hodge asked how consumer questions and concerns will be addressed. Noise issues will continue to be handled by Airport staff and service issues would be handled by JetSuite (contact information will be available on their website).

Russell Roe asked who will be in charge of security and questioned whether the AAC and the Airport need to take another look at the perimeter security. Mr. Freitas responded that security for this business will be provided by JetSuite. Buchanan Field still maintains its Part 139 Certificate, but this business model
does not require additional security improvements. The Airport just had an FAA inspection which included security and fencing assessments and is in line for additional upgrades when funding is available.

Keith McMahon welcomed JetSuite on behalf of the City of Concord.

Tom Weber stressed the importance of taking this opportunity to be proactive and reach out to the community. Beth Lee reported that Airport staff had a launch meeting with city representatives, chamber representatives, and the District IV Supervisor to discuss scheduled charter service and outreach efforts. The response was very positive. Part of the launch roll-out will include the cities and their economic development staff.

Mr. Hodge asked if there would be increased nightly patrols and/or installation of cameras due to increased overnight parking. Mr. Freitas responded that nightly patrols will continue and CCTV is already in the works.

- **OverWatch Flight & Conditioning:**
  Keith Freitas reported that, about a year ago, a company made a business model proposal which was submitted to the FAA. The FAA determined that the business was not an aviation/aeronautical use. Subsequently the business submitted a new proposal to switch from a crossfit training gym to a flight school with a limited fitness component. After six months of operation, there is question as to whether all of the business activity conducted is aviation and consistent with the use requirements in the License Agreement. Airport staff is working with the business to make that determination. If the aviation and use requirements are not being met, there are two options: 1) terminate the agreement, or 2) Enter into a new temporary agreement to allow non-aviation use, but increasing the rent to market rate (as required by the FAA), which would more than double the rent. The risk of allowing a non-aviation business in this hangar at less than the market rate for that type of use is that the Airport could lose FAA grant funding.

- **1500 Sally Ride Drive:**
  Russell Roe recused himself from this discussion.

  The Lessee for this address is the Picchi Family Trust and the principal parties of the trust have passed away. The surviving family members have no interest in maintaining the lease and have requested that it be assigned to the Airport business that has been renting the facility. As lessee, the business has committed to significant building upgrades which will benefit the County at the end of the term. Financing these improvements, however, requires the lease be amended to extend the term. The draft lease amendment and assignment is being reviewed by County Counsel and is expected to go to the Board of Supervisors in the next few months.

- **MOGAS:**
  Airport staff has been working with an individual who would like to provide MOGAS (an alternative to 100 Low Lead) at Buchanan Field. MOGAS is a less expensive fuel that requires pilots to have FAA approval to use it in their aircraft. This was one of the activities of interest on the Economic Development Incentive
Program (EDIP) priorities list. The environmental process is near completion for a temporary location on a portion of the ramp at 101 John Glenn Drive. If the enterprise is successful, they will undergo the lease and environment process to develop a site for long-term use. Pilots approved to use MOGAS will register their aircraft and get a code to input when fueling at the self-serve facility.

f. **2016 Construction Project Taxiway Echo & Kilo**
Keith Freitas explained that the remainder of the pavement on Taxiway Echo and all of Taxiway Kilo will be overlaid or reconstructed and pilot-controlled lighting will be added pending FAA funding. The project should begin in the summer and is projected to take approximately 2 to 2 ½ months to complete. Every effort will be made to minimize impacts to tenants.

**UPDATES/ANNOUNCEMENTS**

a. **What is happening at Buchanan Field & Byron Airports/Other Airports**
Beth Lee introduced Daniel Wick, the Airport’s new Environmental and Community Relations Officer. She also announced that the Airport’s annual Tenant Appreciation BBQ will be on Thursday, **May 5, 2016**, and that an Evite will be going out to tenants soon. Airports staff greatly needs timely tenant RSVP responses to the invitation in order to plan for the event.

b. **Airport Land Use Commission (ALUC) Update**
Tom Weber reported that the ALUC is working to institute a cost recovery process so that the Airport does not get charged whenever the County reviews a land use permit. The applicant applying for a land use permit should bear this cost. Keith Freitas added that cost recovery is the norm for ALUC functions throughout the state. Anything that goes to the ALUC for review and approval is currently billed to the Airport; to give an example of impact, the Airport was charged $62,000 for the Mariposa Energy Plant.

Keith McMahon questioned whether the end-user should be responsible for bearing the cost of the ALUC review process since the County will also benefit from the development projects. Cost recovery is normally shared between the County/cities and developers throughout the state. Russell Roe added that even though the County may benefit, the Airport itself does not and the funds used are derived from users of the Airport.

c. **AAC Announcements**
Ronald Reagan attended the Transportation Commission meeting which included a presentation on funding priorities with limited mention of the 239 TriLink project. Members of the public addressed the 239 project; they explained the need for the connector to the Byron Airport, which lasted nearly 1 ½ hours. East County residents feel ignored with respect to the 239 project due to continual delays.

Tom Weber reported that there has been positive feedback regarding AAC members’ attendance at flight club meetings. Mr. Weber will be a guest speaker at the next EAA meeting.
d. **Airport Staff Announcements**

None

**FUTURE AGENDA ITEMS/COMMENTS**

- Dick Sperling, Board member of the Vietnam Helicopter Museum, indicated that they have an interest in the TDMC hangar and would like this topic to be on the agenda in a future meeting when Mike Haus and Chris Miller can attend to make a presentation. Ronald Reagan explained that Mike Haus already made a presentation to the AAC and the AAC asked Mr. Haus to provide a business plan. A business plan must be provided to Airport staff before this issue can be addressed by the AAC.

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:09 a.m. in memory of John Sumners, Ken Elford, and Bob Gonzales.
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:

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.

DelWitt 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.
# Noise Abatement Statistics

## February 2016

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<td>1</td>
<td>5</td>
<td>6</td>
<td>-17%</td>
</tr>
<tr>
<td>Byron</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>-50%</td>
</tr>
<tr>
<td>Subtotal</td>
<td>12</td>
<td>16</td>
<td>7</td>
<td>24</td>
<td>12</td>
<td>100%</td>
</tr>
<tr>
<td>Special Events</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Number of Complaints</strong></td>
<td><strong>12</strong></td>
<td><strong>16</strong></td>
<td><strong>7</strong></td>
<td><strong>24</strong></td>
<td><strong>12</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
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### Complaints Associated With

<table>
<thead>
<tr>
<th>Location</th>
<th># of Calls</th>
<th>2016</th>
<th>2015</th>
<th>YTD 2016</th>
<th>YTD 2015</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buchanan Field Airport</td>
<td>13</td>
<td>5</td>
<td>21</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Byron Airport</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Law Enforcement/Lifeguard Lights</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>Non-associated</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Time of Incident

<table>
<thead>
<tr>
<th>Time</th>
<th># of Calls</th>
<th>2016</th>
<th>2015</th>
<th>YTD 2016</th>
<th>YTD 2015</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day (0700 - 1700)</td>
<td>13</td>
<td>7</td>
<td>21</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening (1700 - 2200)</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0%</td>
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<tr>
<td>Night (2200 - 0700)</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>All Times</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0%</td>
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### Type of Complaint

<table>
<thead>
<tr>
<th>Type</th>
<th># of Calls</th>
<th>2016</th>
<th>2015</th>
<th>YTD 2016</th>
<th>YTD 2015</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noise</td>
<td>4</td>
<td>2</td>
<td>8</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Flying</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>Noise and Low Flying</td>
<td>6</td>
<td>1</td>
<td>10</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Too Many Aircraft</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
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### Type of Aircraft

<table>
<thead>
<tr>
<th>Type</th>
<th># of Calls</th>
<th>2016</th>
<th>2015</th>
<th>YTD 2016</th>
<th>YTD 2015</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jet</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Propeller</td>
<td>4</td>
<td>1</td>
<td>7</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helicopter</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td>3</td>
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<tr>
<td>All Types</td>
<td>8</td>
<td>2</td>
<td>9</td>
<td>3</td>
<td></td>
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<tr>
<td>Unknown</td>
<td>2</td>
<td>0</td>
<td>4</td>
<td>0</td>
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### Total Aircraft Operations

<table>
<thead>
<tr>
<th>Total Aircraft Operations</th>
<th>2016</th>
<th>2015</th>
<th>YTD 2016</th>
<th>YTD 2015</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8,395</td>
<td>7067</td>
<td>14,743</td>
<td>15,578</td>
<td>-5%</td>
</tr>
</tbody>
</table>

### Complaints Per 10,000 Operations

<table>
<thead>
<tr>
<th>Complaints Per 10,000 Operations</th>
<th>2016</th>
<th>2015</th>
<th>YTD 2016</th>
<th>YTD 2015</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19</td>
<td>10</td>
<td>16</td>
<td>8</td>
<td>111%</td>
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</tbody>
</table>

### Complaints Per 10,000 Operations - Buchanan Only

<table>
<thead>
<tr>
<th>Complaints Per 10,000 Operations - Buchanan Only</th>
<th>2016</th>
<th>2015</th>
<th>YTD 2016</th>
<th>YTD 2015</th>
<th>% Change</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
<td>7</td>
<td>14</td>
<td>6</td>
<td>122%</td>
</tr>
</tbody>
</table>

(Notes: Feb-4 complaints- Concord residence off end of runway 1R, NE of Airport)
## February 2016

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AIRCRAFT OPERATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operations</td>
<td>8,395</td>
<td>7,068</td>
<td>14,743</td>
<td>15,579</td>
<td>-5%</td>
</tr>
<tr>
<td>Local Operations</td>
<td>4,476</td>
<td>3,896</td>
<td>8,286</td>
<td>8,787</td>
<td>-6%</td>
</tr>
<tr>
<td>Itinerant Operations</td>
<td>3,014</td>
<td>2,366</td>
<td>2,422</td>
<td>5,073</td>
<td>-52%</td>
</tr>
<tr>
<td>Total Instrument Ops</td>
<td>708</td>
<td>626</td>
<td>1,370</td>
<td>1,401</td>
<td>-2%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FUEL FLOWAGE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Octane</td>
<td>21,736</td>
<td>16,497</td>
<td>32,692</td>
<td>35,244</td>
<td>-7%</td>
</tr>
<tr>
<td>Jet Fuel</td>
<td>67,425</td>
<td>46,729</td>
<td>120,414</td>
<td>99,090</td>
<td>22%</td>
</tr>
<tr>
<td>Total</td>
<td>89,161</td>
<td>63,226</td>
<td>153,106</td>
<td>134,334</td>
<td>14%</td>
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**BYRON INFORMATION**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>Byron Fuel</td>
<td>6,667</td>
<td>5,561</td>
<td>11,099</td>
<td>9,436</td>
<td>18%</td>
</tr>
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</table>

**SKYDIVERS**

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Number of Flights</td>
<td>96</td>
<td>79</td>
<td>145</td>
<td>156</td>
<td>-7%</td>
</tr>
<tr>
<td>Experienced Jumps</td>
<td>415</td>
<td>733</td>
<td>721</td>
<td>1,673</td>
<td>-57%</td>
</tr>
<tr>
<td>First Time Jumps</td>
<td>189</td>
<td>166</td>
<td>288</td>
<td>267</td>
<td>8%</td>
</tr>
<tr>
<td>Student Jumps</td>
<td>15</td>
<td>21</td>
<td>29</td>
<td>47</td>
<td>-38%</td>
</tr>
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</table>
## Contra Costa County Airports
### Monthly Operations Report

### January 2016

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AIRCRAFT OPERATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operations</td>
<td>6,348</td>
<td>8,511</td>
<td>6,348</td>
<td>8,511</td>
<td>-25%</td>
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<tr>
<td>Local Operations</td>
<td>3,810</td>
<td>4,891</td>
<td>3,810</td>
<td>4,891</td>
<td>-22%</td>
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<tr>
<td>Itinerant Operations</td>
<td>1,714</td>
<td>2,707</td>
<td>1,714</td>
<td>2,707</td>
<td>-37%</td>
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<tr>
<td>Total Instrument Ops</td>
<td>662</td>
<td>775</td>
<td>662</td>
<td>775</td>
<td>-15%</td>
</tr>
<tr>
<td><strong>FUEL FLOWAGE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Octane</td>
<td>10,956</td>
<td>18,747</td>
<td>10,956</td>
<td>18,747</td>
<td>-42%</td>
</tr>
<tr>
<td>Jet Fuel</td>
<td>52,989</td>
<td>52,361</td>
<td>52,989</td>
<td>52,361</td>
<td>1%</td>
</tr>
<tr>
<td>Total</td>
<td>63,945</td>
<td>71,108</td>
<td>63,945</td>
<td>71,108</td>
<td>-10%</td>
</tr>
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<td><strong>BYRON INFORMATION</strong></td>
<td></td>
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<tr>
<td>Byron Fuel</td>
<td>4,432</td>
<td>3,875</td>
<td>4,432</td>
<td>3,875</td>
<td>14%</td>
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<tr>
<td><strong>SKYDIVERS</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Number of Flights</td>
<td>49</td>
<td>77</td>
<td>49</td>
<td>77</td>
<td>-36%</td>
</tr>
<tr>
<td>Experienced Jumps</td>
<td>306</td>
<td>940</td>
<td>306</td>
<td>940</td>
<td>-67%</td>
</tr>
<tr>
<td>First Time Jumps</td>
<td>99</td>
<td>101</td>
<td>99</td>
<td>101</td>
<td>-2%</td>
</tr>
<tr>
<td>Student Jumps</td>
<td>14</td>
<td>26</td>
<td>14</td>
<td>26</td>
<td>-46%</td>
</tr>
</tbody>
</table>
Contra Costa County
Board of Supervisors
Approved Board Orders
Relating to County Airports

The following certified Board Orders are attached:

March 1, 2016
RE-APPOINT Mike Bruno of Sterling Aviation as the Contra Costa Airports Business Association representative to the Aviation Advisory Committee (AAC) to a term expiring March 1, 2019, as recommended by the Buchanan Field Airport Fixed Base Operators. Pacheco area.

March 1, 2016
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with William Crouse for a Large T-hangar at Buchanan Field Airport effective March 1, 2016 in the monthly amount of $748.23, Pacheco area. (District IV)

March 1, 2016
AUTHORIZE the Director of Airports, or designee, to negotiate and execute a monthly rental agreement between the County, as Landlord, and Delux Public Charter, LLC, dba JetSuiteX (JetSuiteX), as the tenant, for the property located at 181 John Glenn Drive, commonly referred to as the Terminal Building, on east side of the Buchanan Field Airport (District IV)

March 15, 2016
APPROVE and AUTHORIZE the Director of Airports to terminate a month-to-month license agreement dated July 1, 2015, between the County and the OverWatch Flight & Conditioning (dba, OverWatch F/C and The Hangar/CrossFit OverWatch) (Tenant) for real property located at 101 John Glenn Drive, Concord; AUTHORIZE County Counsel to pursue legal action to regain possession of the real property if Tenant fails to vacate the premises within the time allowed.

March 29, 2016
AUTHORIZE the Director of Airports, or designee, to negotiate a ground lease and development terms between the County, as Landlord, and Montecito Aviation Group, as the developer, for approximately 3 acres of land on the northeast corner of Marsh Drive and Sally Ride Drive at the Buchanan Field Airport.

March 29, 2016
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with George Grech for a shade hangar at Buchanan Field Airport effective April 1, 2016 in the monthly amount of $177.07, Pacheco area.

March 29, 2016
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Sean McLellan for a T-hangar at Buchanan Field Airport effective March 10, 2016 in the monthly amount of $394.10, Pacheco area.
To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: March 1, 2016

Subject: Contra Costa Airports Business Association Re-appointment to the Aviation Advisory Committee

RECOMMENDATION(S):
RE-APPOINT Mike Bruno of Sterling Aviation as the Contra Costa Airports Business Association representative to the Aviation Advisory Committee (AAC) to a term expiring March 1, 2019, as recommended by the Buchanan Field Airport Fixed Base Operators, Pacheco area.

FISCAL IMPACT:
No Fiscal Impact

BACKGROUND:
On, February 11, 2016, a letter was submitted to the Director of Airports stating that the Fixed Base Operator Managers had agreed to have Mike Bruno continue representing the businesses on the Airport on the Aviation Advisory Committee.

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

Action of Board On: 03/01/2016 ☒ 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 a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 1, 2016

David J. Twa, County Administrator and Clerk of the Board of Supervisors
By: Chris Heck, Deputy

Contact: Beth Lee, (925) 681-4200

cc:
CONSEQUENCE OF NEGATIVE ACTION:
The Contra Costa County Airports Business Association will not have representation on the Aviation Advisory Committee regarding Airport matters that could affect their businesses.

ATTACHMENTS
AAC Re-appointment Letter-M Bruno
To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: March 1, 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 William Crouse for a Large T-hangar at Buchanan Field Airport effective March 1, 2016 in the monthly amount of $748.23, Pacheco area.

FISCAL IMPACT:
The Airport Enterprise Fund will realize $8,978.76 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

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

Action of Board On: 03/01/2016 ☑ APPROVED AS RECOMMENDED

Clerks Notes:  

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen 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: March 1, 2016

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925) 681-4200

ce:
BACKGROUND: (CONT'D)
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
William Crouse Hangar Agreement
To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: March 1, 2016

Subject: Contra Costa Airports-Authorization to Enter Into a Rental Agreement for 181 JGD at the Buchanan Field Airport

RECOMMENDATION(S):
AUTHORIZE the Director of Airports, or designee, to negotiate and execute a monthly rental agreement between the County, as Landlord, and Delux Public Charter, LLC, dba JetSuiteX (JetSuiteX), as the tenant, for the property located at 181 John Glenn Drive, commonly referred to as the Terminal Building, on east side of the Buchanan Field Airport (District IV).

FISCAL IMPACT:
There is no impact on the County General Fund. If Buchanan Field is chosen by JetSuiteX as a site of operation, staff will consider making facility and/or site improvements to accommodate this use at an estimated cost of $50,000 to the Airport Enterprise Fund. It is expected that any cost incurred by the Airport Enterprise Fund would be recouped within one year in the form of rent and increased fuel flowage fees. Assuming JetSuiteX operates three flights per day, five days per week, with 20 passengers per flight, the expected cash flow to the Airport would be approximately $10,000 per month ($3,800 from fuel flowage and the balance from passenger enplanement). In addition, the County General Fund could realize sales tax and other revenues.

Action of Board On: 03/01/2016

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: March 1, 2016
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925) 681-4203
BACKGROUND:
JetSuiteX is considering offering a new scheduled charter service that would serve various cities that are within a 90 minute flight distance from the departure airport. Initially, flights are expected to operate between northern and southern California (the Los Angeles Basin). Other connection areas may include Las Vegas, Phoenix, Seattle and San Diego. Buchanan Field is one of the airports JetSuiteX is considering using as part of its operation of this new service. The company's site selection is expected to be publicly announced around March 3, 2016, with service possibly beginning within a few weeks of the announcement.

The company intends to use quiet, modified Embraer 135 jets and to make a maximum of 30 seats available per flight, which will provide passengers with an upscale cabin experience. JetSuiteX advises that it expects to initiate at least one flight per day between the Bay Area and general aviation airports in the Los Angeles basin.

If Buchanan Field is chosen, the company could operate out of the former terminal building on the north end of John Glenn Drive. In order to permit service to begin as soon as possible, JetSuiteX and the County would enter into a month-to-month rental agreement. The final form of the agreement has not been negotiated; certain terms (such as public use of the restrooms) are subject to discussion with JetSuiteX. It is expected that the agreement will be in substantially the form attached. If the proposed business is successful, the County and JetSuiteX may choose to enter into a long-term lease at a future date. If so, that agreement would be subject to the approval of the Board of Supervisors.

The rental agreement that the parties would enter into initially would allow for month-to-month use of the building in exchange for concession rent (in the form of a $5.00 per passenger enplanement fee).

As the lessor under the rental agreement, the Airport may make necessary improvements to its facility at 181 John Glenn Drive (such as fencing, electrical improvements, and/or structural modifications) to make the building suitable for use as a scheduled charter passenger terminal. The cost of such improvements (which is not estimated to exceed $50,000) would be funded by the Airport Enterprise Fund. It is expected that the concession rent from the operation of, and the increase in fuel flowage fees related to, this new activity would more than cover these initial costs in the first year of operation (estimated amounts are shown in Section II).

The proposed use and location are consistent with the Buchanan Field Airport Master Plan and the Mitigated Negative Declaration that was adopted by the Board of Supervisors on October 24, 2008.

CONSEQUENCE OF NEGATIVE ACTION:
The Airport may not receive the enhanced service and associated revenue plus another airport may become the recipient.

ATTACHMENTS
JetSuiteX Rental Agreement
To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: March 15, 2016  

Subject: AUTHORIZE TERMINATION OF A LICENSE AGREEMENT FOR REAL PROPERTY LOCATED AT BUCHANAN FIELD AIRPORT; AUTHORIZE LEGAL ACTION TO REGAIN POSSESSION

RECOMMENDATION(S):
APPROVE and AUTHORIZE the Director of Airports to terminate a month-to-month license agreement dated July 1, 2015, between the County and the OverWatch Flight & Conditioning (dba, OverWatch F/C and The Hangar/CrossFit OverWatch) (Tenant) for real property located at 101 John Glenn Drive, Concord; AUTHORIZE County Counsel to pursue legal action to regain possession of the real property if Tenant fails to vacate the premises within the time allowed.

FISCAL IMPACT:
The Airport Enterprise Fund will cover the cost of any legal action.

BACKGROUND:
In July 2015, the Airport entered into a license agreement for hangar

[Approval options]

Action of Board On: 03/15/2016  

Clerks Notes: Continued to July 12, 2016

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepbo, District III Supervisor  
Karen Midchoff, 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: March 15, 2016  
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Beth Lee, (925) 681-4200
BACKGROUND: (CONT'D)

and office space at Buchanan Field Airport with a company known as OverWatch Flight & Conditioning, dba OverWatch F/C. Under the license agreement, OverWatch F/C is permitted to operate a flight education and training business, with a limited fitness component, on the Airport. The license requires the business to be conducted in a manner that is consistent with the Federal Aviation Administration’s (FAA) definition of an aeronautical activity.

To ensure that the business being conducted is an aeronautical activity, the license requires OverWatch F/C to provide detailed quarterly reports to the Airport. The Airport received the second of the required reports on January 11, 2016. The report lacked sufficient detail to demonstrate satisfactorily, or to show substantial advancement toward demonstrating, that OverWatch F/C is complying with the use and purpose permitted under the license agreement. As a result, Airport staff requested additional information, which OverWatch F/C has declined to fully provide.

Under the license agreement, the County may terminate the license “at any time, for any reason, or for no reason, with or without cause, on fourteen (14) days written notice.” To ensure compliance with FAA requirements and to meet the needs of the aviation community, Airport staff is requesting authority to terminate OverWatch F/C’s occupancy of the subject property and to pursue legal action to regain possession of the real property if the tenant fails to vacate the premises within the time allowed.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to terminate OverWatch F/C’s occupancy could result in noncompliance with FAA requirements and diminish the hangar space available to the County’s aviation community.
To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: March 29, 2016

Subject: CCC Airports—Authorization to Negotiate Ground Lease & Development Terms for Approx. 3 Acres of County-Owned Land at the Buchanan Field Airport

RECOMMENDATION(S):
AUTHORIZE the Director of Airports, or designee, to negotiate a ground lease and development terms between the County, as Landlord, and Montecito Aviation Group, as the developer, for approximately 3 acres of land on the northeast corner of Marsh Drive and Sally Ride Drive at the Buchanan Field Airport, Pacheco Area.

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

BACKGROUND:
The development site is approximately 3 acres of land owned by the County and located on the northeast corner of Marsh Drive and Sally Ride Drive on the west side of Buchanan Field Airport. The parcel is designated for non-aviation use on the Buchanan Field Master Plan.

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

Action of Board On: 03/29/2016 ☑ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Giota, District 1 Supervisor
Candace Andersen, District II Supervisor
Karen Mitchell, District IV Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III Supervisor

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ATTESTED: March 29, 2016
David J. Twu, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925) 681-4200

cc:
BACKGROUND: (CONT'D)

On December 8, 2015, the Contra Costa County Public Works – Airports Division received a letter of interest from a private party to develop an industrial business park use on the approximate 3 acre parcel.

In accordance with prior discussions with the Federal Aviation Administration’s (FAA) Airports District Office (ADO) regarding development at Buchanan Field, the County notified existing commercial tenants at Buchanan Field and Byron to solicit other competitive interest in the property. The development solicitation letter and publication provided a response deadline of January 14, 2016, for all competitive interests in the approximate 3 acre parcel to be submitted to the County Airport Office. The County did not receive any additional letters of interest to develop this property.

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

Development of this 3 acre vacant parcel for business park use would expand economic development activity at Buchanan Field Airport and lead to increased revenues to the Airport Enterprise Fund. This development will also facilitate the growth and development as identified in the adopted Buchanan Field Airport Master Plan. A business proposal must be consistent with the Airport Master Plan and General Plan for consideration.

Unless and until a final lease agreement is fully executed by all parties, this Board Order, any draft lease agreement, other communications or conduct of the parties shall have absolutely no legal effect, may not be used to impose any legally binding obligation on the County and may not be used as evidence of any oral or implied agreement between the parties or as evidence of the terms and conditions of any implied agreement.

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

ATTACHMENTS
3 Acre Parcel Map
To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: March 29, 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 George Grech for a shade hangar at Buchanan Field Airport effective April 1, 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

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

Action of Board On: 03/29/2016 ☑ 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

ABSENT: Mary N. Piembo, District III Supervisor

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ATTESTED: March 29, 2016

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925) 681-4200
BACKGROUND: (CONT'D)
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
George Grech Hangar Agreement
To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: March 29, 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 Sean McLellan for a T-hangar at Buchanan Field Airport effective March 10, 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

[Blank]

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

Action of Board On: 03/29/2016 ☑ 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  

ABSENT: Mary N. Piepho, District III Supervisor

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ATTESTED: March 29, 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)
lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft
shelters at Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and
property management of the property during that 30-year period.

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

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

On February 3, 2008, Contra Costa County Board of Supervisors approved the amended T-Hangar Lease
Agreement 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
Sean McLellan Hangar Agreement
Fellow Concord Hanger Waiting Listers,

I am writing you this letter to inform or educate you on a number of questionable practices that are occurring, and will continue to occur unless we stop them, at the Concord Airport with regard to hangar allocation and lease construction. FYI, I got your names from the waiting list itself and I got your addresses from various sources, including the WEB and FAA public domain databases. In addition to sending this letter to all of you, I am copying the Contra Costa Board of Supervisors, the Concord City Council, the Concord Mayor, the Buchanan Field Airport Administration, the Mount Diablo Pilots Association, and the Contra Costa Times.

First, there are various hangars currently “leased” to individuals who do not own aircraft, either outright or through some kind of ownership. Additionally there are a number of hangars that blatantly do not store aircraft and are instead used as storage facilities.

How do I know this? I simply spend some time around the ramp and the hangars. I see what goes in and out of the hangers and check their N numbers against FAA databases. I see the amount of other “stuff” in some hangars and know there is no way an aircraft fits inside. Lastly, I talk with individuals who tie down on the ramp.

Second, there is a practice by senior airport staff of allowing individuals who they know do not own aircraft, to go ahead and lease hangars anyway. I am told this happens because of personal relationships with the lessee. One such event just occurred, at the beginning of March, where a large hanger in F row was leased to an individual who does not now - nor in the past couple years - owned an aircraft in either capacity mentioned above. This occurred with the outright knowledge of the Airport Manager or Director who is a personal friend/acquaintance of this individual. They are using a rather dubious ploy to get around the official requirements. The individual - who wants to lease the hangar - goes to the ramp and finds someone who is tying down in the open. They then offer this person a hangar predicated upon them entering into some pseudo lease or rental agreement with the hangar lessee saying they are leasing the aircraft from them in some sort of partnering relationship (last I checked, no one leases a 40 year old aircraft, they might as well by it). This is obviously a farce and the airport administration knows it but allows it to happen and even participates in the scheme.

A leasee gets a hanger they shouldn’t have, a owner of the ramp wreak - who hasn’t been waiting and isn’t paying - gets a hanger, and those of us waiting for hangers get screwed.

Its time this gets cleaned up and those responsible for fraudulent actions are exposed, dealt with and disciplined. An airport survives through commerce. Commerce is generated by pilots, families and friends who support the businesses on and around the airport. A primary source is this commerce are pilots who own and store aircraft at the airport. The practices that are occurring today, those outlined above, curtail this income and put the airport, the FBO’s and other business at risk while keeping real pilots out of the airport.
I urge each and every one of you to contact - by mail, email, or phone - each of the individuals listed below and demand action. This will not change unless we demand that it change. Hangars should ONLY be available to pilots who own aircraft either directly or through LLC's or other litigement ownership vessels. Hangar leasees who do not own aircraft hangared in the hangars should have their leases immediately terminated. Sub leases (those created outright or that attempt to crate the illusion of a hangar leasee leasing a aircraft from an individual) created to get around this should be denied and those currently doing so should likewise have their leases terminated. These individuals in particular are demonstrating their contempt for the process, their fellow pilots, and businesses at the airport. Airport officials who blindly or intentionally look the other way should be dealt with by the appropriate authorities.

I believe all new leases should be made public (they can be found from public record anyway). By doing so, any of us (or anyone else) can see how the list is moving and look up N numbers for ourselves to verify that new leasees do indeed own aircraft hangared at the airport. Airport officials should check with the county accessor to verify when in doubt. Lease structures that fall outside the obvious should be reviewed by an oversight authority - I propose the MDPA - who can see and smell a fraud when they see it.

All this may seem extreme to those of us who want less not more from our government. But, as long as there are those among us who feel no guilt about playing the system or officials who play favorites with a system designed to benefit all pilots and the airport itself, then additional safeguards are needed.

Please join me in creating an airport for pilots and the public by eliminating this corruption!

Thanks

A Fellow Pilot and Aircraft Owner

PS Hopefully we'll hear from the Airport. If they choose to deny this, I'll follow up with a letter with names.

Contact List

Kenton (KC) Coyle,
Operations Manager
Buchanan Field Airport
550 Sally Ride Drive
Concord, CA 94520-5550
925 646 5722
925 646 5731
kcoyl@airport.cccounty.us
Keith Freitas
Director of Airports
Buchanan Field Airport
550 Sally Ride Drive
Concord, CA 94520-5550
925 646 5722
925 646 5731
keith.freitas@airport.cccounty.us

Beth Lee
Assistant Director of Airports – Contra Costa County
Buchanan Field Airport
550 Sally Ride Drive
Concord CA 94529-5550
beth.lee@airport.cccounty.us

Mayor Laura M. Hoffmeister
1950 Parkside Drive, MS/01
Concord, CA 94519
(925) 671-3158
CityCouncil@cityofconcord.org

Vice Mayor Ron Leone
(925) 671-3158
CityCouncil@cityofconcord.org

Councilmember Edi E. Birsan
(925) 671-3158
CityCouncil@cityofconcord.org

Councilmember Tim Grayson
(925) 671-3158
CityCouncil@cityofconcord.org

Councilmember Daniel C. Helix
(925) 671-3158
CityCouncil@cityofconcord.org

Supervisor Mary Nejedly Plepho
3361 Walnut Boulevard, Suite 140
Brentwood, CA 94513
dist3@bos.cccounty.us
925.252.4500

Supervisor Karen Mitchoff
2151 Salvio St., Suite R
Concord, CA 94520
supervisormitchoff@bos.cccounty.us
925-521-7100
Supervisor John Gioia
11780 San Pablo Ave.
Suite D
El Cerrito, CA 94530
510-231-8686

Supervisor Federal D. Glover
315 East Leland Road
Pittsburg, CA 94565

Supervisor Candace Andersen
309 Diablo Road
Danville, CA 94526
supervisorandersen@bos.cccounty.us
925-957-8860

Mount Diablo Pilots Association
P.O. Box 6632 Concord, CA 94524
president@mdpa.org

Contra Costa Times
pTurntine@bayareanewsgroup.com
cWalker@bayareanewsgroup.com
tPeele@bayareanewsgroup.com
jRichman@bayareanewsgroup.com
Regarding: Buchanan Field Hangar Waiting List Complaint (see attached)

It is difficult for us to address this complaint since the individual doesn’t specifically identify the hangar unit or tenant. They also haven’t provided their contact information which would allow us to follow-up with them directly. However, we do have policies and procedures in place related to hangar rental and for hangar/building inspections.

1. **Hangar Rentals.**

   Hangar tenants can either (i) own or lease an aircraft or (ii) be building an aircraft. If the aircraft is owned or leased, then they must provide a copy of the registration or lease with their name on it. They also must provide an insurance certificate for the aircraft with their name on it. In the event the tenant has sold their aircraft, then they have to provide us with the timeline for acquiring another aircraft (typically allow up to 180 days) and then must provide the registration and insurance once acquired. Please note that there is no industry standard for length of time a tenant is provided to replace an aircraft; the range varies from none to 12 months or more. All hangar tenants must comply with the use and storage parameters detailed in the inspection process following.

2. **Hangar/Building Inspections.**

   Airports staff conducts hangar and building inspections at each airport in accordance with the lease, license or other form of agreement every four (4) years. The purpose of the inspections are to confirm that all tenants are in compliance with allowable uses and to affirm the conditions of the premises. Specifically, the inspection focus on the following items:

   a) Alterations and Additions – to see if any have been performed and, if so, that they were done in accordance with applicable rules, regulations and permits.
   b) Maintenance and Repairs – to see if the premises are being properly maintained.
   c) Use of Premises – to assure all tenants are in compliance with allowable uses and activities under their Agreements.

To address typically encountered inspection issues related to excessive storage and combustible flooring materials in hangars without fire sprinkler systems, we provide the tenants with the following guidance:

**A. Storage Limitations**

The parameters for storage are:

- An aircraft is the primary item to be stored;
- Excessive storage of papers, household or other items are not allowed;
- Comfort items (such as couch or refrigerator) may be in hangar along the walls;
- All items must be neatly stored and/or stacked along perimeter hangar walls only;
- Storage is limited to four (4) feet in height if not on a shelving system; and
- You may use shelving providing it does not exceed six (6) feet in height and is not anchored to the hangar wall.
B. **Flooring Materials**

If the hangar does not have a fire sprinkler system, then there cannot be combustible materials (such as carpet, wood, etc.) on the floor. Only products that are fire retardant flooring products are acceptable and advise them to contact the Fire District if they have any questions as to acceptability of a flooring material.

3. **Hangar/Building Use Complaints or Concerns.**

In addition to the regularly scheduled inspections, Airports staff will investigate potential violations of use when we receive a complaint or concern. The investigation will include an inspection of the premises. If a violation is found, the tenant will have time to cure the issue(s) in accordance with their agreement. If the tenant fails to cure the issue, then the County will seek approval to terminate the agreement and authorize legal action to gain possession of the property if deemed necessary.

We are currently working with two tenants that we have concerns about regarding their use of the hangars. One of these tenants we recently recommended to the Board to authorize Airport staff to terminate their agreement. Per the Board direction this item will return to them in July. The other tenant is in the process of providing the required documentation regarding ownership of an aircraft. It is also important to note that the County directly manages less than half of the hangars at Buchanan Field.

Please let me know if you have any additional questions regarding this matter.

Keith Freitas, Director of Airports, A.A.E., C.A.E.
Contra Costa County
Buchanan Field and Byron Airports
550 Sally Ride Drive
Concord, CA 94520
(work) 844-FLY-ToUs (844-359-8687)
(cellular) 925-382-1715
[www.contracostacountyairport.org](http://www.contracostacountyairport.org)
March 15, 2016

To All Airport Tenants:

Airports staff needs your help! In the last couple of months, Airports staff has received an increased number of calls from concerned citizens regarding aerobatic maneuvers in the Antioch and Brentwood areas. The areas of Brentwood and Antioch are growing and many of the new housing communities are moving into what was once considered open space.

In order to balance the concerns of the community with the needs of the aviation transportation system, Airports staff respectfully requests that pilots be as good of a neighbor as possible by not performing aerobatics in close proximity to these growing communities. As an alternative, Airports staff suggests utilizing designated aerobatic practice areas available near other Bay Area airports.

Please call me at (925) 681-4200, should you have any questions regarding this letter.

Sincerely,

Keith Freitas
Director of Airports

cc: B. Lee, Assistant Director of Airports
    D. Wick, AA1
Ladies and Gentlemen, my name is Art Thompson, I am the president, and owner of, Pacific States Aviation, one of the three Fixed Base Operators on this field.

I am here today to discuss the reappointment of Michael Bruno as the Airport Business Association Representative and why PSA adamantly opposes it.

Section II F of the Bylaws for the Contra Costa County Aviation Advisory Committee, as amended September 14, 2010, which are the current governing documents for this committee, states that “AAC members must adhere to the Policy for Board Appointees established by the Board under Resolution 2002/376, which address, among other things, the need for AAC members to avoid conflicts of interest.”

I bring to attention two sections of Resolution 2002/376:

- First: Section 1 A (2): Public officials should perform their duties in an impartial manner, free from bias caused by financial interests of themselves or their supporters.
- Second, and most importantly: Section 1 B Common Law Policy on Conflicts. All Board Appointees should so conduct the public business as to avoid even any appearance of conflict of interest.

Mr. Bruno has routinely used his position on the AAC to grandstand Sterling’s operations and developments (I recall his comments on Sterling’s new simulator in 2013, but no mention of PSA’s new simulators; if I reviewed all the minutes I would assuredly find more); he has expressed indifference towards the needs and concerns of other businesses he represents on the field, especially those of my company, PSA.

In Mr. Bruno’s letter to Mr. Keith Freitas, received February 11, 2016, he stated that “The business Association has met and voted to have Michael Bruno represent us on the Aviation Advisory Committee.” As one of the three voting members in the association, I can attest to the fact that there was never any such meeting or vote that took place; as such, this statement appears to be a fabrication.

A similar event unfolded in 2012 when Mr. Bruno put together a meeting of the Airport Business Association in which PSA’s attendance was excluded. He took advantage of this opportunity to secure his nomination. Upon discovery of that maneuver by PSA we voiced our opposition to the appointment to the other members of the Association and Airport Director’s office. Nothing was done! It appears to us that there is a systemic and deliberate maneuvering being conducted to ensure Mr. Bruno’s continued election, which appears on the surface to be a clear violation of the Ralph M. Brown Act (Government Code 54950), California’s “open meeting law.” It is, and has been, PSA’s stance that a third party should be chosen to represent our association to avoid any appearance of a conflict of interest.

I respectfully ask that Mr. Bruno’s appointment to this committee not be accepted until such time that he, or another individual, is actually elected to this position during a meeting of the Airport Business Association as evidenced by recorded and approved minutes.