

**Contra Costa County  
Aviation Advisory Committee  
Meeting Agenda  
550 Sally Ride Drive, Concord  
Thursday, November 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** (October 2016)
- 5. Consider Consent Items**
  - a. Airport Noise Report & Statistics Report (September 2016)
  - b. Relevant Board Actions
- 6. Presentations/Special Reports**
- 7. Discussion/Action Items**
  - a. Items Pulled from Consent
  - b. Wildlife Hazard Management Program
  - c. Fiscal Year 2015/16 Airport Enterprise Fund Budget
  - d. Update on 700 Sally Ride Drive Aircraft Hangar
  - e. Update on 4.6 Acre Parcel
  - f. Strategic Plan Update
  - g. John Muir Fundraising Event
  - h. Tenant Recognition Program
  - i. Update on At-Large Position/Vacancies
  - j. AAC Term Expirations
  - k. Business Updates
  - l. Taxiway Echo/Kilo Project
- 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): December 8, 2016 at 10:00 am  
Next Airport Committee Meeting (Tentative): December 14, 2016 at 10:00 am**

# 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	<a href="mailto:Rudi1julie@aol.com">Rudi1julie@aol.com</a>	Y	Y	Y	Y	Y	N	Y	N	ABS	ABS			
Mike Bruno	Airports Bus. Assoc.	<a href="mailto:michael@sterlingav.com">michael@sterlingav.com</a>	Y	Y	Y	Y	Y	O	Y	O	ABS	Y			
DeWitt Hodge	Member at Large	<a href="mailto:Dewitt.hodge@comcast.net">Dewitt.hodge@comcast.net</a>	Y	Y	Y	Y	Y	-	Y	-	Y	Y			
Ronald Reagan	District 3	<a href="mailto:ron@rmsea.com">ron@rmsea.com</a>	Y	Y	Y	Y	Y	M	Y	M	Y	Y			
Derek Mims	City of Pleasant Hill	<a href="mailto:derekmims@hotmail.com">derekmims@hotmail.com</a>	Y	Y	Y	Y	Y	E	Y	E	Y	Y			
Russell Roe	District 5	<a href="mailto:russroe@pacbell.net">russroe@pacbell.net</a>	ABS	ABS	Y	Y	Y	E	ABS	E	Y	Y			
Keith McMahon	City of Concord	<a href="mailto:keithcmcmahon@gmail.com">keithcmcmahon@gmail.com</a>	Y	ABS	Y	Y	-	T	Y	T	ABS	Y			
Roger Bass	District 2	<a href="mailto:twofivexray@yahoo.com">twofivexray@yahoo.com</a>	Y	Y	ABS	Y	ABS	I	Y	I	Y	Y			
Maurice Gunderson	Member at Large	<a href="mailto:mauricegunderson@mac.com">mauricegunderson@mac.com</a>	Y	Y	Y	ABS	Y	N	Y	N	Y	Y			
Tom Weber	District 4	<a href="mailto:Tr-weber@sbcglobal.net">Tr-weber@sbcglobal.net</a>	Y	ABS	Y	Y	Y	G	Y	G	Y	Y			

Was There a Quorum? Y or N

ABS = Absent

Y = Present

Y	Y	Y	Y	Y	Y	Y	Y	-	Y	-	Y	Y			
---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--

## TERM EXPIRATION AND TRAINING CERTIFICATION

AAC Members	Representing	Term Expiration Date	Brown Act Training Completion Date
Rudi Raab	District 1	3/1/17	5/12/16
Mike Bruno	Airports Bus. Assoc.	3/1/19	
DeWitt Hodge	Member at Large	3/1/17	8/5/16
Ronald Reagan	District 3	3/1/18	4/14/16
Derek Mims	City of Pleasant Hill	3/1/18	
Russell Roe	District 5	3/1/17	
Keith McMahon	City of Concord	3/1/19	
Roger Bass	District 2	3/1/18	4/8/16
Maurice Gunderson	Member at Large	3/1/18	4/6/16
Tom Weber	District 4	3/1/17	4/1/16
Vacant	Member at Large	3/1/19	

**DRAFT**



**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
October 13, 2016**

**MEETING CALLED:** Chair Ronald Reagan called the meeting to order at 10:05 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 McMahan**, City of Concord  
**Derek Mims**, City of Pleasant Hill  
**Ronald Reagan, Chair**, District III  
**Russell Roe**, District V  
**Tom Weber**, District IV

**ABSENT:** **Rudi Raab**, District I

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports  
Judy M. Evans, Airports Staff

**OPENING COMMENTS  
BY CHAIR:**

On behalf of the Aviation Advisory Committee, Ronald Reagan offered condolences to Supervisor Piepho regarding the passing of her brother, John Nejedly. Mr. Nejedly was a long-time member of the Contra Costa County Community College District.

**PUBLIC COMMENT  
PERIOD:**

None

**APPROVAL OF  
MINUTES:**

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

**REMOVAL OF NOISE  
FROM CONSENT  
ITEMS:**

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

**APPROVAL OF  
CONSENT ITEMS:**

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

**PRESENTATION/SPECIAL REPORTS:**

- a. Lisa Whalen, Director of Airport Services for JetSuiteX, gave a brief presentation on the JetSuiteX service operating out of Buchanan Field Airport. Topics included statistics, accomplishments, promotions, and upcoming announcements as follows:

- 10% load factor increase with July being the heaviest for flights out of Buchanan Field
- Maria Dempsey – Corporate Sales Manager for Concord area
- Chief Operating Officer – Michael Bata
- Projected to have ten (10) Embraer 135 jets by end of 2017
- Service between Burbank and Mammoth beginning on December 15, 2016
- Big announcement coming November 2016 at the National Business Aviation Association (NBAA)
- Current promotions include reduced ticket prices for flights between Concord and Burbank and referral program to get flight credits
- Upcoming TravelZoo promotion

Lisa Whalen stressed the importance of marketing the JetSuiteX service and getting the word out to more people. Contact Maria Dempsey or Lisa Whalen regarding marketing.

- b. Daniel Wick, Environmental and Community Relations Officer, showed the new *Learning to Fly* video. Airports staff is looking for input, comments and/or changes. The video will be available on the Airports website and CCTV will air it on their station. The video was well-received by the AAC. Tom Weber commented that it is a comprehensive presentation.
- c. AAC Tenant Recognition Awards were presented by Tom Weber and Maurice Gunderson to award recipients: California Shock Trauma Air Rescue (CALSTAR) and REACH Air Medical Services for their extraordinary service to Contra Costa County and communities throughout Northern California. Ross Fey, Regional Director for Air Medical Group Holdings, gave a short acceptance speech.

## DISCUSSION/ACTION ITEMS:

### a. Items Pulled from Consent

Tom Weber ran into one of the noise complainants and he expressed his gratitude to Mr. Weber for allowing him to communicate his and his neighbors' noise concerns. He now has a better understanding of the Airport noise abatement program and process.

Tom Weber, Maurice Gunderson, and Keith Freitas met with another noise complainant. Additionally, Mr. Gunderson and Mr. Weber took the gentleman for a ride in Mr. Gunderson's plane to show him the process firsthand. He was grateful for the experience and now has a deeper understanding of noise abatement from the prospective of the pilot. He said that he does not like the noise abatement letter sent to complainants and has offered to work with Airport staff to rewrite it. Keith Freitas and Ronald Regan both commended Mr. Weber and Mr. Gunderson for their efforts.

### b. AAC Bylaws Revised by County Counsel

AAC members briefly discussed the edits made by County Counsel. The revised bylaws are scheduled to go before the Board of Supervisors on October 18, 2016, at which point the vacant At-Large position can be advertised. The committee voted to approve the AAC bylaws as revised by County Counsel.

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

### c. Noise Complaint News Article

AAC members discussed the newspaper article about increasing noise complaints. While the changes that the FAA made were necessary, it probably was not executed in the most efficacious manner. Keith Freitas added that the article was added to the AAC packet to show that the FAA overflights in Contra Costa County have also contributed to Buchanan Field's noise complaints.

### d. Business Updates

Beth Lee provided updates on the following business items:

- Parcel C
  - The tax share and entitlement process agreement between the County and the City of Concord is in the final stages
  - Received letter of interest to develop on Parcel C. A secondary solicitation was sent out in the beginning of October with a response deadline of November 7, 2016
  - A Pumpkin Patch and Christmas Tree Lot is operating short-term at the site August through December
- 3-Acre Parcel
  - Working with Montecito Aviation Group for development of a business park on the 3-acre parcel (located on the north corner of Marsh and Sally Ride

Drive). If all goes as planned, development should begin in spring of 2017. The Department of Conservation and Development will notify the mobile home park residents of the upcoming development during the planning review process

- Lease changes
  - Several lease changes are expected by the end of the year

**e. Taxiway Echo/Kilo Project**

The Taxiway Echo and Kilo project began on Monday, October 10, 2016. The work on Taxiway Echo is estimated to take approximately five (5) weeks. Runways 14L/R and 32R/L will be closed during this phase of construction. The next phase of work will be on Taxiway Kilo, which is estimated to take approximately 10 working days. Runways 1L/19R and 01R/19L will be closed during this phase. However, JetSuiteX has indicated that they will need 01L/19R for their operation; therefore, 01L/19R will be opened and closed to accommodate their flight schedule. The project is currently running on schedule, however, inclement weather may temporarily slow construction.

## UPDATES/ANNOUNCEMENTS

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

- The Airport has a new clerical employee, Monica Meyer
- Ronald Reagan briefly discussed Measure X
- Rashid Yahya reported a bird strike issue at the approach ends of the runways. Keith Freitas explained that this is an issue that is taken very seriously and there is a protocol for wildlife hazard abatement. Ronald Reagan suggested this topic be placed on the agenda for the next meeting.

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

Tom Weber reported that the Byron Airport Land Use Compatibility Plan (ALUCP) is being revised and explained the importance of keeping up-to-date on encroachment issues.

A change has been made to the cost recovery process for the ALUC and has been scheduled to go before the Board of Supervisors.

The proposed wind turbines in Alameda County have been approved by the FAA; a determination of no hazard to aviation navigation.

**c. AAC Announcements**

None

**d. Airport Staff Announcements**

Keith Freitas requested that the meeting be adjourned in the memory of two long-time tenants: Ted Schroder and Bob Johnson.

Beth Lee announced that the TDMC Hangar (located at 700 Sally Ride Drive) is reverting back to the County at the end of this year. A very broad solicitation will be going out to try to garner interest in the facility.

**FUTURE AGENDA ITEMS/COMMENTS**

- Bird Strikes/Wildlife Hazards
- Tenant Recognition Program

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:05 a.m. in memory of Ted Schroder and Bob Johnson.

FINAL



**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
September 8, 2016**

**MEETING CALLED:** Chair Ronald Reagan called the meeting to order at 10:05 a.m. at the Byron Airport.

**PRESENT:** **Roger Bass**, District II  
**Maurice Gunderson**, Member at Large  
**DeWitt Hodge**, **Secretary**, Member at Large  
**Derek Mims**, City of Pleasant Hill  
**Rudi Raab**, District I  
**Ronald Reagan**, **Chair**, District III  
**Russell Roe**, District V  
**Tom Weber**, District IV

**ABSENT:** **Mike Bruno**, **Vice Chair**, CCC Airports Business Association  
**Keith McMahon**, City of Concord

**STAFF:** Keith Freitas, Director of Airports

**OPENING COMMENTS  
BY CHAIR:**

Ronald Reagan thanked those present and introduced the following people: Patricia Bristow, Contra Costa Transportation Advisory Committee; Kevin Romick, Oakley Mayor; Steve Barr, Brentwood City Council Member; Richard Spatz, former AAC member; and Dana Eaton, Superintendent of Schools of the Brentwood Union School District. The following people were introduced later in the meeting: Claudette Staton, Brentwood Planning Commission Member; Dominic Aliano, District IV Representative; and Erica Rodriguez-Langley, Senior Field Representative for Assemblyman Jim Frazier's office.

**PUBLIC COMMENT  
PERIOD:**

Dan Salda, Plant Manager of Mariposa Energy, gave a brief report of operations over the summer. Due to the cooler temperatures operations are tapering off and the plant is not operating daily. 2016 operations are, on average, similar to the last three (3) years of operation. He explained that there would be a planned outage in

September to do environmental testing and one in October to perform maintenance.

**APPROVAL OF MINUTES:**

**Moved by Maurice Gunderson; seconded by Roger Bass. Approved unanimously. Yes: Roger Bass, Maurice Gunderson, Derek Mims, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Mike Bruno and Keith McMahon. Arrived late, did not vote: DeWitt Hodge and Rudi Raab.**

**APPROVAL OF CONSENT ITEMS:**

**Moved by Tom Weber; seconded by Derek Mims. Approved unanimously. Yes: Roger Bass, Maurice Gunderson, Derek Mims, Ronald Reagan, Russell Roe, and Tom Weber. No: None. Abstained: None. Absent: Mike Bruno and Keith McMahon. Arrived late, did not vote: DeWitt Hodge and Rudi Raab.**

**PRESENTATION/SPECIAL REPORTS:**

- a. Will Nelson of the Department of Conservation and Development (DCD) reported that the County hired a consultant about a year ago to write the Environmental Impact Report (EIR) to amend the County General Plan for zoning to allow more land uses at the Byron Airport as it is currently too restrictive and since the plan was adopted in 2000, state guidelines have changed. The County Airport Land Use Compatibility Plan (ALUCP) is outdated and restricts land uses at the Byron Airport.

The decision was made to amend the contract with the consultant to add the updating of the ALUCP to allow more uses similar to Buchanan Field. The updated scope of work was brought before the Airport Committee in July and approved. The amended contract will be brought to County Counsel and then presented to the Board of Supervisors. Amending the contract will make the process longer initially, but will save money and staff time in long run because the zoning, General Plan and ALUCP, will all be updated and in conformity with one another. If all goes as planned, the General Plan Amendment, the zoning, the ALUCP should all be completed in 2017.

- b. Kevin Romick, Mayor of Oakley and Commissioner on the Contra Costa Transportation Authority, gave a report on Measure X, which seeks an additional ½ cent sales tax. The measure was created to bring money into the transportation system to provide for future population and traffic growth, and to avert a funding crisis. Measure X will bring an estimated three (3) billion dollars in new money. Top priorities on how to spend the tax dollars were identified, including \$117M towards the Byron Highway, Vasco Road and Byron Airport connectors and move traffic off of Camino Diablo.

Ron Reagan stressed the importance of Measure X to the Byron Airport and urged support for the measure. He thanked Mayor Romick and everyone involved with Measure X for their effort and vision.

## DISCUSSION/ACTION ITEMS:

### a. Items Pulled from Consent

None

### b. Tenant Recognition Award Selection

Three tenants were nominated for the tenant recognition awards: Arthur Thompson, President of PSA, Pacific States Aviation (PSA), and CALSTAR/REACH. The committee members discussed each nomination and decided that this year's award will be presented to CALSTAR/REACH for the valuable service they provide. The award will be presented to CALSTAR/REACH at the October meeting.

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

### c. Construction Projects 2016 & 2017

Keith Freitas reported that an approximately \$1M project at Bryon Airport was completed at the beginning of this year which included pavement rejuvenation (slurry sealing), repainting and remarking of the airfield and new signs.

There will be a new project commencing at the end of September, beginning of October at Buchanan Field which will be the reconstruction of Taxiways Echo and Kilo. It is estimated to be about a 35-day project involving runway closures. There is an email notification which will be going out to tenants.

Repaving of Runway 14L/32R at Buchanan Field is projected to begin in 2017 pending FAA funding. Fiscal year 2018-2019 projects include security fencing upgrades at Byron Airport and Buchanan Field, also pending FAA funding.

Lighting upgrades (ramp LED flood lights) are being done internally as they have not been FAA funded. Lighting upgrades have been completed on the ramps near the Fixed Base Operators (FBOs) at Buchanan Field. Future lighting upgrades will include the East Ramp tie-down area and at the Byron Airport.

### d. Security Upgrades

Keith Freitas reported that cctv upgrades are going in at both Airports. Three-strand barbed wire is being added to the top of fencing at Buchanan Field and security signs will be added to both Airports. New security technology is being evaluated as well as staffing coverage and Sheriff patrols. Security gate access upgrades are being planned for Byron Airport, similar to the system at Buchanan Field.

## UPDATES/ANNOUNCEMENTS

- a. **What is happening at Buchanan Field & Byron Airports/Other Airports**  
Nothing more to add.

b. **Airport Committee Meeting Update**

Keith Freitas explained that the same issues discussed at the AAC meetings are generally the same topics discussed at the Airport Committee meetings. The only change is that next Airport Committee meeting date has been tentatively changed from September 28<sup>th</sup> to a date in late October or early November.

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

Tom Weber explained that Contra Costa is the only county that bills the Airport for the airport land use permit process. Bills have been as high as \$75,000 as it was during the permit process for the Mariposa Energy Plant.

The ALUC has implemented a charging mechanism that will require applicants to pay a \$500 deposit (refundable if certain requirements are met). If an item requires the full commission meeting and/or a public hearing, the deposit will be \$2,500, plus time and materials. This change was approved by the Board of Supervisors and will soon be implemented.

Mr. Weber answered questions related to the new Buffalo Wild Wings restaurant and its proximity to the airport influence area. They never applied for an airport land use permit.

The sign for the new K-Mart shopping center has been approved at a height of approximately 50 feet.

d. **AAC Announcements**

None

e. **Airport Staff Announcements**

Judy Evans has been promoted to Administrative Analyst and Airport staff is in the process of filling the clerical position.

**FUTURE AGENDA ITEMS/COMMENTS**

- Tenant Appreciation Award

**ADJOURNMENT:** The meeting was adjourned by the Chair at 11:17 a.m.

# Noise Abatement Statistics

## September 2016

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2016	2016	2015	2016	2015	
<b>TOTAL NUMBER OF COMPLAINTS</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>143</b>	<b>123</b>	<b>16%</b>
<b>LOCATION OF COMPLAINTS</b>						
Concord	3	3	1	30	12	150%
Pleasant Hill	4	4	3	60	32	88%
Pacheco	2	2	2	13	10	30%
Martinez	2	2	3	27	28	-4%
Byron	0	0	0	0	0	0%
Other	0	0	2	13	26	-50%
Subtotal	11	11	11	143	108	32%
Special Events	0	0	0	0	15	0%
<b>Total Number of Complaints</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>143</b>	<b>123</b>	<b>16%</b>
<b>COMPLAINTS ASSOCIATED WITH</b>						
Buchanan Field Airport		11	8	125	98	
Byron Airport		0	0	0	0	
Law Enforcement/Lifeguard Lights		0	0	0	0	
Non-associated		0	3	18	25	
<b>TIME OF INCIDENT</b>						
Day (0700 - 1700)		8	8	111	90	
Evening (1700 - 2200)		2	3	15	24	
Night (2200 - 0700)		1	0	10	8	
All Times		0	0	7	1	
<b>TYPE OF COMPLAINT</b>						
Noise		5	6	69	47	
Low Flying		1	2	13	11	
Noise and Low Flying		3	3	43	50	
Too Many Aircraft		0	0	14	11	
Other		2	0	4	4	
<b>TYPE OF AIRCRAFT</b>						
Jet		3	3	29	12	
Propeller		6	6	72	84	
Helicopter		1	2	8	16	
All Types		0	0	21	9	
Unknown		1	0	13	2	
<b>TOTAL AIRCRAFT OPERATIONS</b>						
		11,542	9374	92,351	84688	9%
<b>COMPLAINTS PER 10,000 OPERATIONS</b>						
		10	12	15	15	7%
<b>COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY</b>						
		10	9	14	12	17%

# Contra Costa County Airports Monthly Operations Report

**September 2016**

	September 2016	September 2015	YTD 2016	YTD 2015	% CHANGE 2015/2016
<b>AIRCRAFT OPERATIONS</b>					
Total Operations	11,542	9,374	92,351	84,689	9%
Local Operations	6,216	4,669	52,422	45,883	14%
Itinerant Operations	4,163	3,687	30,235	30,119	0%
Total Instrument Ops	897	705	7,521	6,689	12%
<b>FUEL FLOWAGE</b>					
100 Octane	29,438	25,768	214,104	210,995	1%
Jet Fuel	92,578	82,071	715,325	571,782	25%
Total	122,016	107,839	848,786	782,777	8%
<b>BYRON INFORMATION</b>					
Byron Fuel	12,086	5,630	80,978	46,335	75%
<b>SKYDIVERS</b>					
Number of Flights	75	86	780	1,068	-27%
Experienced Jumps	532	698	4,968	8,662	-43%
First Time Jumps	185	243	1,846	2,545	-27%
Student Jumps	28	17	208	225	-8%

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

---

**The following certified Board Orders are attached:**

- October 18, 2016      **ACCEPT** presentation from JetSuiteX regarding their newly established (April 2016) scheduled charter service at the Buchanan Field Airport. (100% Airport Enterprise Fund)
- October 18, 2016      **APPROVE** and **AUTHORIZE** the reconstitution of the Aviation Advisory Committee to (i) delete the member that is from, and nominated by, Diablo Valley College, and (ii) increase the number of members at large, representing the general community, to three; and **APPROVE** and **AUTHORIZE** the amended bylaws of the Aviation Advisory Committee. (No fiscal impact)
- October 18, 2016      **APPROVE** and **AUTHORIZE** the Director of Airports, or designee, to execute, on behalf of the County, a 30-year ground lease between the County, as Lessor, and Gerald Valente and the Jared A. Monez 1994 Trust, as Tenant, for the lease of approximately 2 acres of real property that is adjacent to 2285 Diamond Boulevard, Concord. (100% Airport Enterprise Fund)



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: October 18, 2016

Subject: JetSuiteX Presentation about their Scheduled Charter Service at Buchanan Field Airport (District IV)

---

**RECOMMENDATION(S):**

ACCEPT presentation from JetSuiteX regarding their newly established (April 2016) scheduled charter service at the Buchanan Field Airport (District IV).

**FISCAL IMPACT:**

There is no impact on the County General Fund. The Airport Enterprise Fund receives rent and increased fuel flowage fees from the JetSuiteX business activity. The County General Fund does realize sales tax and other revenues.

**BACKGROUND:**

On March 1, 2016, the Board of Supervisors authorized the County to enter into a property rental agreement with Delux Public Charter, LLC, dba JetSuiteX (JetSuiteX) to base their new scheduled charter service at Buchanan Field Airport. JetSuiteX started offering their new scheduled charter service at Buchanan Field Airport to Burbank and Las Vegas in April 2016. The company uses quiet, modified Embraer 135 jets that offer a maximum of 30 seats available per flight, which provide passengers with an upscale cabin experience. This presentation provides an update of their new business venture.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY  
ADMINISTRATOR

RECOMMENDATION OF BOARD  
COMMITTEE

---

Action of Board On: 10/18/2016  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: October 18, 2016

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

By: Stephanie Mello, Deputy

Contact: Beth Lee, (925) 681-4200

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Not Applicable

ATTACHMENTS

JetSuiteX Presentation



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: October 18, 2016

Subject: AMENDMENTS TO AVIATION ADVISORY COMMITTEE BYLAWS

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the reconstitution of the Aviation Advisory Committee to (i) delete the member that is from, and nominated by, Diablo Valley College, and (ii) increase the number of members at large, representing the general community, to three; and APPROVE and AUTHORIZE the amended bylaws of the Aviation Advisory Committee. (Districts III and IV)

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

District IV Supervisor, Karen Mitchoff, received a letter from the President of Diablo Valley College (DVC) in which DVC relinquished its seat on the Aviation Advisory Committee (AAC). In response, the AAC desires to change the composition of its board by eliminating DVC's membership and adding an at large position. This will increase the number of members-at-large, which represent the general community, to three.

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **10/18/2016**  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: October 18, 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:

Additionally, the AAC desires to make some procedural changes to its bylaws to reflect current County procedures. The following is a summary of the substantive changes to the bylaws:

## BACKGROUND: (CONT'D)

### Section III: Membership

1. Subsection B. v. – Deleted Diablo Valley College member and changed number of at large members to three (3).
2. Subsection B. v. 1 & 2 – Updated to reflect change in County policy regarding appointments of at large positions. The bylaws will now reflect the new policy that at large applicants will be interviewed by the Internal Operations Committee (IOC) and the IOC will make recommendations for the at large position(s) to the Board of Supervisors for consideration.

## CONSEQUENCE OF NEGATIVE ACTION:

The Aviation Advisory Committee (AAC) will be short one member and the AAC bylaws will remain inconsistent with adopted County policies and established procedures for other advisory bodies.

## ATTACHMENTS

Amended AAC Bylaws 2016



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: October 18, 2016

Subject: Approve and Authorize the Director of Airports, or designee, to execute a lease w/ Gerald Valente for property adjacent to 2285 Diamond Blvd, Concord

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute, on behalf of the County, a 30-year ground lease between the County, as Lessor, and Gerald Valente and the Jared A. Monez 1994 Trust, as Tenant, for the lease of approximately 2 acres of real property that is adjacent to 2285 Diamond Boulevard, Concord.

**FISCAL IMPACT:**

The Airport Enterprise Fund will receive lease and other revenue and the County General Fund will receive property, sales and possessory interest tax revenues from the Lease. The ground rent will begin at \$6,225.00 per month (or \$74,700.00 per year) and increase annually by the CPI inflator. Every 10 years the lease will be revalued based using a market revaluation process.

**BACKGROUND:**

This lease replaces a lease dated March 16, 1965 between the parties for the same property. The original lease included a right of first refusal that allowed the tenant to enter into a new lease with the County once the original lease ended. The tenant exercised the right of first refusal.

Under the

---

<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: 10/18/2016  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: October 18, 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)

original lease and the current lease, the tenant is permitted to construct, operate, and maintain open air vehicle parking and landscaping and to operate a new car dealership on the premises. This use is consistent with the approved Buchanan Field Master Plan. The term of the new lease is expected to be 30 years. The initial term is five years, commencing September 1, 2016 and ending on April 30, 2021. After the initial term, the tenant has five 5-year options to extend the lease.

The lease will provide additional fees and sales tax revenue to both the Airport Enterprise Fund and the County General Fund.

CONSEQUENCE OF NEGATIVE ACTION:

The Airport Enterprise Fund and the County General Fund would not realize the additional revenues.

ATTACHMENTS

Valente Lease

Airport Enterprise Fund Pro Forma Income Statement  
Fiscal Year 2015-16

	2015-16 (Budgeted)	2015-16 Actual Year to Date	YTD @117%
<b>Enterprise Fund O &amp; M Budget</b>			
Buchanan O & M Revenues	\$3,485,354	\$4,016,080	115.23%
Byron O & M Revenues	\$456,315	\$530,181	116.19%
<b>Total O &amp; M Revenues Enterprise Fund</b>	<b>\$3,941,669</b>	<b>\$4,546,261</b>	<b>115%</b>
Buchanan O & M Expenditures	\$2,970,017	\$2,774,329	93.41%
Buchanan Capital Expenses (Non AIP)	\$180,000	0	0.00%
Byron O & M Expenditures	\$791,702	\$703,480	88.86%
Byron Capital Expenses (Non AIP)	\$0	\$49,939	0.00%
<b>Total O &amp; M Expenditures Enterprise Fund</b>	<b>\$3,941,719</b>	<b>\$3,527,748</b>	<b>89%</b>
Enterprise Fund O & M Revenues	\$3,941,669	\$4,546,261	115.34%
Enterprise Fund O & M Expenditures	\$3,941,719	\$3,527,748	89.50%
	(\$50)	<b>\$1,018,512</b>	
<b>Enterprise Fund CIP Recap</b>			
<b>Buchanan Field:</b>			
<b>Project Name:</b> AIP 20 CCR Taxiway Pavement, Sign & Electrical (Planning Design)			
<b>Final Project Cost</b>	<b>\$195,810</b>		
<b>Grant Revenue</b>	<b>\$125,134</b>		
<b>Airport Enterprise Fund</b>	<b>\$70,676</b>		
<b>Project Name:</b> AIP 19 CCR Wildlife Hazard Assessment			
<b>Final Project Cost</b>	<b>\$49,672</b>		
<b>Grant Revenue</b>	<b>\$46,940</b>		
<b>Airport Enterprise Fund</b>	<b>\$2,732</b>		
<b>Byron Airport:</b>			
<b>Project Name:</b> AIP15 C83 Pavement Enhancements (Construction)			
<b>Final Project Cost</b>	<b>\$983,635</b>		
<b>Grant Revenue</b>	<b>\$876,231</b>		
<b>Airport Enterprise Fund</b>	<b>\$107,404</b>		
<b>Investment details:</b>			
	<b>Amount</b>		
Airport Reserve Fund	\$400,000		
Mariposa	\$724,000		



Call now for details!  
(844) 359-8687

## Hangar Available Prime Business Opportunity!

Ready for occupancy in January 2017  
Ideal for specialty aviation or corporate use  
Located at Buchanan Field Airport  
In the Heart of the Bay Area



- Newer 39,000 square foot executive aircraft hangar divided into two bays; demising wall can be easily removed to create clear span area
- Hangar dimensions are 300' x 130'
- Hangar can be leased to one or two parties depending on space needs
- 60,000 square foot concrete and asphalt aircraft parking ramp
- Two hangar doors that are 108' wide and 27' 6" high
- 100 parking spaces
- Room for expansion if desired
- Central Bay Area location: minutes from San Francisco, Oakland, and Napa offering lower costs and reduced commute times
- Numerous aviation and non-aviation business services on the airport

Don't let this opportunity slip away,  
call Beth Lee today!

(925) 681-4200

Beth.Lee@airport.cccounty.us



Contra Costa County Airports  
Buchanan Field & Byron  
Linking Transportation, Business and the Community  
ContraCostaCountyAirports.org  
(844) Fly-ToUs or (844) 359-8687

## Contra Costa County Aviation Advisory Committee

<b>Term Expires</b>	<b>Member</b>	<b>Representing</b>
3/1/17	<b>Rudi Raab</b>	District 1 – (Gioia)
3/1/18	<b>Ronald Reagan</b>	District 3 – (Piepho)
3/1/18	<b>Roger Bass</b>	District 2 – (Andersen)
3/1/18	<b>Maurice Gunderson</b>	Member At Large
3/1/19	<b>Mike Bruno</b>	CCC Airports Business Association
3/1/17	<b>Russell Roe</b>	District 5 – (Glover)
3/1/19	<b>Keith McMahon</b>	City of Concord
3/1/18	<b>Derek Mims</b>	City of Pleasant Hill
3/1/17	<b>DeWitt Hodge</b>	Member At Large
3/1/17	<b>Tom Weber</b>	District 4 – (Mitchoff)
3/1/19	<b>Vacant</b>	Member At Large