Contra Costa County  
Aviation Advisory Committee  
Meeting Agenda  
550 Sally Ride Drive, Concord  
Thursday, March 9, 2017 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. Public Comment Period
3. Approval of the Aviation Advisory Committee’s February 9, 2017, Meeting Minutes
4. Consider Consent Items
   b. Approval of Relevant Board Actions that Occurred from February 7, 2017 – March 14, 2017
5. Presentations
   a. Overview of the Airport Enterprise Fund – Discussion of what it is, the FAA requirements, the economic revenue generation and distribution, and the economic impact of the airports
6. Discussion/Action Items
   a. Items Pulled from Consent – Discussion
   b. Upcoming Tenant Appreciation BBQ – Discussion of the Event Scheduled for Thursday, May 4, 2017
   c. Airport Enterprise Fund Fiscal Year 2017/18 Budget – Discussion of Submitted Budget for the Next Fiscal Year
   d. AAC Elections– Discussion of Election Process at the April 13, 2017, Meeting
   e. Update from the Airport Committee’s March 8, 2017, meeting regarding the criteria for a candidate to be considered for an AAC Member At-Large position – Discussion and Action
7. Future Agenda Items
8. Adjourn

Next AAC Meeting (Tentative): April 13, 2017 at 10:00 am  
Next Airport Committee Meeting (Tentative): June 14, 2017 at 11:00 am
### AVIATION ADVISORY COMMITTEE

#### ATTENDANCE ROSTER FOR 2017

<table>
<thead>
<tr>
<th>AAC Members</th>
<th>Representing</th>
<th>Contact Information</th>
<th>Jan 12</th>
<th>Feb 09</th>
<th>Mar 09</th>
<th>Apr 13</th>
<th>May 11</th>
<th>Jun 08</th>
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<th>Aug 17</th>
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</thead>
<tbody>
<tr>
<td>Rudi Raab</td>
<td>District 1</td>
<td><a href="mailto:Rudi1julie@aol.com">Rudi1julie@aol.com</a></td>
<td>Y</td>
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<tr>
<td>Mike Bruno</td>
<td>Airports Bus. Assoc.</td>
<td><a href="mailto:michael@sterlingav.com">michael@sterlingav.com</a></td>
<td>Y</td>
<td></td>
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</tr>
<tr>
<td>DeWitt Hodge</td>
<td>Member at Large</td>
<td><a href="mailto:Dewitt.hodge@comcast.net">Dewitt.hodge@comcast.net</a></td>
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<tr>
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<td><a href="mailto:ron@rmsea.com">ron@rmsea.com</a></td>
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<td></td>
<td>ABS</td>
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<tr>
<td>Keith McMahon</td>
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<tr>
<td>Maurice Gunderson</td>
<td>Member at Large</td>
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Was There a Quorum? Y or N

ABS = Absent
Y = Present

### TERM EXPIRATION AND TRAINING CERTIFICATION

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<th>Brown Act Training Completion Date</th>
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<td>5/12/16</td>
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<td>Airports Bus. Assoc.</td>
<td>3/1/19</td>
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<td>8/05/16</td>
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<td>Emily Barnett</td>
<td>Member at Large</td>
<td>3/1/19</td>
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MEETING CALLED: Chair, Ronald Reagan called the meeting to order at 10:01 AM.

PRESENT: Emily Barnett, Member at Large
Roger Bass, District II
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 3
Russell Roe, District V
Tom Weber, District IV

ABSENT: Mike Bruno, Airport Business Association

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Alina Zimmerman, Airport Clerk

OPENING COMMENTS BY CHAIR: Ronald Reagan welcomed the attendees.

PUBLIC COMMENT PERIOD: Rudi Raab with District I stated that his term will be coming to an end in March 2017. He announced that he will be spending a lot of time in Europe and therefore, will not have his term renewed. Rudi stated that he asked Supervisor John Gioia of District I to appoint someone else for the position and if anyone on the Committee has a person of interest, to contact John Gioia.

APPROVAL OF
CONSENT ITEMS: Moved by Tom Weber; seconded by Russell Roe. Approved
unanimously. Yes: Emily Barnett, Roger Bass, Maurice Gunderson, DeWitt Hodge, Keith McMahon, Derek Mims, Rudii

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

There was no discussion of items pulled from consent.

b. Discuss the Status of the Proposed 3-Acre Business Park Development on the
Northeast Corner of Marsh Drive and Sally Ride Drive at the Buchanan Field
Airport

This piece of property is the 3 acre, light industrial business park development. The
Department of Conservation and Development (DCD) and Airport Staff worked
together to streamline the process for this project as it will not go through the
development and plan review process. Instead, this will be going straight into the
environmental process that got initiated about three weeks ago. Airport Staff is
hoping to have a public draft available three to four months from now. DeWitt Hodge,
Member At Large, questioned when construction might be completed. Beth Lee,
Assistant Director, explained that will depend on the weather, but realistically, they
may be able to start construction in about six months.

c. Discuss the Status of the 4.6 Acre Parcel on the Corner of Marsh Drive and
Solano Way at the Buchanan Field Airport

This piece of property is commonly referred to as Parcel C. The competitive use
solicitation was re-started to extend the information due date to February 4, 2017 at
4:00 PM. Airport Staff received one complete request for information packet from
Solara Properties. A meeting with the Selection Committee has been scheduled for
February 14, 2017 to go over the proposal, and to see if this would be something
beneficial to the Buchanan Field Airport and Contra Costa County (County) in
general. Ronald Reagan, Chair, questioned whether or not the proposal from Solara
Properties would be handled in the same process as the TDMC Hangar. The process
will be the same, but the only difference is someone with the City of Concord will be
a member of the Selection Committee because this parcel will be processed through
the City of Concord for the entitlements. This parcel is under two jurisdictions; 80%
belongs to the City of Concord and 20% is unincorporated County property. Ronald
Reagan questioned whether anyone from the Aviation Advisory Committee (AAC)
would be sitting in during the Selection Committee meeting. Tom Weber is a part of
the Selection Committee meeting. There was concern that lighting at night on this
property would cause some issues being that it is right under the approach of 19R.
Airport Engineers take a look at each project to make sure they will not present any
conflicts. Airport Staff should have an update at the next meeting.
d. **Discuss the Airport Noise Abatement Program Revisions**

This is a continued discussion about improving the noise abatement letter to be more community friendly. Airport Staff took a fresh eyes approach. The goal is to look at the noise program in total and make it more community oriented. The draft letter has gone through the Committee a couple times to gather input from various members, and if there are some additional thoughts, Airport Staff would be happy to take those as well. Keith Freitas, Director, stated that the draft letter is a standard letter that is modified to address each specific issue. Airport Staff will have an update in the next month or two with a draft.

e. **Discuss Officer Elections Coming Up in April 2017**

Ronald Reagan explained that elections for the AAC Committee members are coming up in April 2017. Everyone currently on the AAC should start considering if they would like to be an officer and if yes, for what position. The AAC will consider the nominations in March 2017, and then a vote will be taken. Roger Bass questioned whether or not current officers can be re-elected and if yes, are there term limits? Ronald Reagan responded that because of his interest with the Byron Airport, he would be willing to run again as Chair of the AAC, if the Committee felt it was appropriate. The by-laws allow for an officer to serve a maximum number of three consecutive years in any one officer position.

f. **Discuss the Status of the Taxiway Echo/Kilo Pavement Project at the Buchanan Field Airport**

Keith Freitas explained that the pavement on Taxiway Echo and Kilo is about thirty years old and needed to be repaired. Because of bad weather, only a portion of the pavement for Taxiway Echo/Kilo was completed. Airport Staff was hoping by next week (February 13, 2017) to have the re-painting and the markings on Echo finished so we could open all of it. The project (Taxiway Kilo) is on hold until the weather is more favorable.

g. **Review and Take Action Regarding the Recommended Ranking of the Three Submitted Proposals and Discuss the Status of Selecting a Tenant for the Hangar Located at 700 Sally Ride Drive at the Buchanan Field Airport**

This item pertains to the hangar next door to the Director of Airport's office on 700 Sally Ride Drive, also formerly known as the TDMC Hangar. Included in the AAC packet was the board order that was taken to the Board of Supervisors (Board) in December 2016. The previous tenant decided to walk away from the facility and give it back to Contra Costa County Airports effective December 31, 2016. There were a total of three proposals: The Conco Companies (Conco), Pacific States Aviation (PSA), and Blackhawk Aviation/Vietnam Helicopters Museum (VHM). The Selection Committee ranked all three proposals in ranked order and was approved by the Board on December 13, 2016. Ronald Reagan opened the discussion up to the AAC level. Russell Roe questioned whether Conco was an aviation related business. Keith Freitas stated that Conco is one of the largest concrete pumping companies in North
America and has a corporate jet currently at the Airport. They would like their own facility to store their jet along with bringing additional corporate aircraft.

Keith McMahon stated that he has looked at all three proposals and thinks an aviation museum on an airport would be great. The challenge is the financial element as the Airport has a responsibility for economic viability. Conco is a big, well-funded company, which has been a valuable part of Concord for decades by providing many jobs. With all of that information, Keith McMahon stated that he would rank Conco higher than PSA and VHM. Ronald Reagan also stated that he also ranked the Conco proposal highest.

Maurice Gunderson explained that 81% of revenue at the Buchanan Field Airport comes from rent and if you put both Airports together, that number is 75% of the Airport Enterprise Fund. One of the key functions of being a successful and responsible landlord is to maximize the value of properties managed. If one looks at this valuable hangar in question; it is Airport Management’s responsibility to maximize the return on this valuable asset. And that is why when one looks at the three proposals, Conco is ahead and the other two proposals are fairly distant.

Ronald Reagan stated that if no one had any other public comment, he would ask someone to make a motion. Maurice Gunderson moved for the AAC to support the Selection Committee ranking order recommendation and negotiating a lease with the proposers in priority ranked order.


FUTURE AGENDA ITEMS/COMMENTS

- Upcoming Tenant Appreciation BBQ in May
- Discuss and Take Action to the AAC, Member at Large position that has been kicked down to AAC level
- Discuss the Airport Enterprise Fund

ADJOURNMENT: The meeting was adjourned by the Chair at 10:52 AM.
CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
January 12, 2017

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

PRESENT: Emily Barnett, Member at Large
Roger Bass, District II
Mike Bruno, Vice Chair, CCC Airports Business Association
DeWitt Hodge, Member at Large
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Ronald Reagan, Chair, District III

ABSENT: Maurice Gunderson, Member at Large
Russell Roe, District V
Tom Weber, District IV

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Alina Zimmerman, Airports Clerk

OPENING COMMENTS BY CHAIR: Ronald Reagan welcomed the attendees and introduced the Aviation Advisory Committee’s (AAC) newest Member at Large, Emily Barnett.
DISCUSS CHANGES TO AVIATION ADVISORY COMMITTEE (AAC) AGENDA FORMAT:

County Counsel made some recommendations to the Airport Staff on the format of the AAC Agenda. Most of the Agenda is laid out the same, but there is a lot more detail on each of the items and topics. This is supposed to be compliant with the Brown Act so that anyone who reads the Agenda will have enough information of what the discussion points are going to be.

PUBLIC COMMENT PERIOD: None

Discuss Internal Operations Committee Recommendations from the December 12, 2016 Meeting and the Board of Supervisors Action at the December 20, 2016 Meeting Related to the Selection of Two at Large Aviation Advisory Committee (AAC) Selections:

One issue discussed was that there was some concern about a conflict of interest with a Member at Large position and that two of the candidates have a business relationship at the Buchanan Field Airport. The concern was taken to the Board of Supervisors (Board) meeting in December of 2016. Emily Barnett was appointed and ultimately recommended from the Internal Operations (IO) Committee. The second appointment was deferred and asked that it be brought back to the Airport Committee in March 2017. Ronald Reagan advised that the person whose appointment is in question may consider stepping down from the business activity at the Buchanan Field Airport during their time serving on the Committee. The individual has a meeting with the Board to discuss the issue.

APPROVAL OF 11/10 MINUTES:


APPROVAL OF CONSENT ITEMS:

Discussion of Any Item that is Pulled from the Consent Items

a. **Items Pulled from Consent**

Airport Noise and Statistics report – Derek Mims with the City of Pleasant Hill took notice that Pleasant Hill noise statistics showed a 100% increase in 2016. Keith Freitas stated that there has been a lot of growth within training operations at the Buchanan Field Airport. Also, consistent weather patterns have led to consistent use of specific runways, essentially increasing frequencies over certain neighborhoods.

b. **Discuss the Status of the Proposed Three Acre Business Park Development on the Northeast Corner of Marsh Drive and Sally Ride Drive at the Buchanan Field Airport**

Airport Staff has been working with various County departments to try to expedite development as it comes forward. The next step is to go straight into the environmental review process and lease development. The environmental request to initiate was submitted on January 11, 2017, with all the attachments. Airport Staff is hoping to get full approvals within the next six months.

c. **Review the Three Submitted Proposals and Discuss the Status of Selecting a Tenant for the Hangar Located at 700 Sally Ride Drive at the Buchanan Field Airport**

The three ranked proposals in order were 1) The Conco Companies, 2) Pacific States Aviation, and 3) Blackhawk Aviation/Vietnam Helicopters. All three proposals went before the Board, allowing the negotiation process to begin. Currently Airport Staff is in negotiations with the top ranked proposal, The Conco Companies.

d. **Discuss the Status of the 4.6 Acre Parcel on the Corner of Marsh Drive and Solano Way at the Buchanan Field Airport**

An initial solicitation was put out and in the middle of that solicitation, Airport Staff noticed that some people were unintentionally left out of the solicitation. The process was then re-started and the close out date was extended to February 6, 2017. There are currently two interested parties. Airport Staff will know more after the solicitation closes.

e. **Discuss the Status of the Strategic Plan Being Developed for the Public Works Department – Airports Division**

The Mead & Hunt consultants developed the goals and objectives, which creates a blueprint for projects and activities that come up at the Buchanan Field Airport. This lets Airport Staff know what our priorities are, and will help us be more concise to make better use of Staff time and resources.
f. Discussion About the Proposed Revisions to the Buchanan Field Noise Complaint Response Letter

Airport Staff has been looking into revising the Noise Complaint Response letter. It was brought to our attention that the Complaint Response Letter may not be as informative as it should or could be. Airport Staff are in the process of looking into some possible revisions along with the Program in total. We will analyze what we are trying to say, create better literature, and provide more information about what our process is and what to do if an individual is not happy. Airport Staff will provide an update in the next couple of months with a draft of the Noise Complaint Response Letter.

g. Discuss the Proposed Revisions to the Noise Program for the Buchanan Field Airport

A draft will be coming in the next few months. Airport Staff is seeking comments and/or changes to the draft.

h. Discuss the Status of the Taxiway Echo/Kilo Pavement Project at the Buchanan Field Airport

The paving of Taxiway Echo is complete, but two to three days will be needed in order to finish the pavement marking process. As for Taxiway Kilo, no further work can be done until the rain subsides. The contractor is planning to continue the work when the weather is more cooperative.

i. Discuss the December 14, 2016 Airport Committee Meeting Items

Supervisor, Vice Chair, Diane Burgis, will be attending the next Airport Committee meeting. She is interested in going out to the Byron Airport to discuss any issues.

UPDATES/ANNOUNCEMENTS
None.

FUTURE AGENDA ITEMS/COMMENTS
None.

ADJOURNMENT: The meeting was adjourned by the Chair at 10:53 a.m.
# Noise Abatement Statistics

## January 2017

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<tr>
<td>All Types</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Unknown</td>
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### Total Aircraft Operations

<table>
<thead>
<tr>
<th>Operations</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,626</td>
<td>6348</td>
<td>7626</td>
</tr>
</tbody>
</table>

### Complaints per 10,000 Operations

<table>
<thead>
<tr>
<th>Operations</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>13</td>
<td>16</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Operations</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>13</td>
<td>12</td>
</tr>
</tbody>
</table>

(1) Non- Assoc. Air Traffic from Moraga
(1) Non- Assoc. Helicopter from Pittsburg
(1) Non- Assoc. Helicopter near Briones Park

% CHANGE

<table>
<thead>
<tr>
<th>Change</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buchanan Field</td>
<td>50%</td>
</tr>
<tr>
<td>Byron</td>
<td>0%</td>
</tr>
<tr>
<td>Non-associated</td>
<td>200%</td>
</tr>
<tr>
<td>Unknown</td>
<td>50%</td>
</tr>
</tbody>
</table>

COMPLAINTS ASSOCIATED WITH

(1)- Non- Assoc. Air Traffic from Moraga
(1)- Non- Assoc. Helicopter from Pittsburg
(1)- Non- Assoc. Helicopter near Briones Park
Contra Costa County Airports  
Monthly Operations Report

January 2017

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>AIRCRAFT OPERATIONS</td>
<td></td>
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<tr>
<td>Total Operations</td>
<td>7,626</td>
<td>6,348</td>
<td>7,626</td>
<td>6,348</td>
<td>20%</td>
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<td>Local Operations</td>
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<td>Itinerant Operations</td>
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<tr>
<td>Total Instrument Ops</td>
<td>811</td>
<td>662</td>
<td>811</td>
<td>662</td>
<td>23%</td>
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<tr>
<td>FUEL FLOWAGE</td>
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<tr>
<td>100 Octane</td>
<td>16,977</td>
<td>10,956</td>
<td>16,977</td>
<td>10,956</td>
<td>55%</td>
</tr>
<tr>
<td>Jet Fuel</td>
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<td>52,989</td>
<td>81,448</td>
<td>52,989</td>
<td>54%</td>
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<tr>
<td>Total</td>
<td>98,425</td>
<td>63,945</td>
<td>98,425</td>
<td>63,945</td>
<td>54%</td>
</tr>
<tr>
<td>BYRON INFORMATION</td>
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</tr>
<tr>
<td>Byron Fuel</td>
<td>5,936</td>
<td>4,432</td>
<td>5,936</td>
<td>4,432</td>
<td>34%</td>
</tr>
<tr>
<td>SKYDIVERS</td>
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<td></td>
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<tr>
<td>Number of Flights</td>
<td>24</td>
<td>49</td>
<td>24</td>
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<tr>
<td>Experienced Jumps</td>
<td>173</td>
<td>306</td>
<td>173</td>
<td>306</td>
<td>-43%</td>
</tr>
<tr>
<td>First Time Jumps</td>
<td>67</td>
<td>99</td>
<td>67</td>
<td>99</td>
<td>-32%</td>
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<tr>
<td>Student Jumps</td>
<td>13</td>
<td>14</td>
<td>13</td>
<td>14</td>
<td>-7%</td>
</tr>
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Contra Costa County  
Board of Supervisors  
Approved Board Orders  
Relating to County Airports

The following certified Board Orders are attached:

February 7, 2017  
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Golden Gate Aviation, LLC, for a Large T-hangar at Buchanan Field Airport effective December 15, 2016 in the monthly amount of $748.23 (100% Airport Enterprise Fund).

February 14, 2017  
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with JC Smith and Lawrence Chan for a T-hangar at Buchanan Field Airport effective February 1, 2017 in the monthly amount of $394.10 (100% Airport Enterprise Fund).

March 7, 2017  
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Jordan Rose for a T-hangar at Buchanan Field Airport effective February 19, 2017 in the monthly amount of $394.10, (100% Airport Enterprise Fund).

March 14, 2017  
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Alexander Henderson for a T-hangar at Buchanan Field Airport effective March 1, 2017 in the monthly amount of $394.10, (100% Airport Enterprise Fund.)

March 14, 2017  
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Juliet Tango Flying Services, LLC for a T-hangar at Buchanan Field Airport effective February 23, 2017 in the monthly amount of $394.10, (100% Airport Enterprise Fund).

March 14, 2017  
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Duane Allen and Audrey Morrison-Allen for a T-hangar at Buchanan Field Airport effective March 1, 2017 in the monthly amount of $394.10, (100% Airport Enterprise Fund).

March 14, 2017  
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a long-term lease with Gonsalves & Santucci, Inc., dba The Conco Companies, for the lease of the County-owned hangar located at 700 Sally Ride Drive, Concord, for $12,000 per month, an initial payment upfront of $250,000 and fifteen annual payments of approximately $65,000 (100% Airport Enterprise Fund).
To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: February 7, 2017  

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 Golden Gate Aviation, LLC for a Large T-hangar at Buchanan Field Airport effective December 15, 2016 in the monthly amount of $748.23, Pacheco area. (District IV)

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

Action of Board On: 02/07/2017  
Clerks Notes:

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

ATTESTED: February 7, 2017  
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By:, Deputy
BACKGROUND: (CONT'D)
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.

On January 10, 2017, Contra Costa County Board of Supervisors approved a hangar rental agreement with Full Reef, LLC for a Large T-Hangar at Buchanan Field Airport effective December 15, 2016. Full Reef, LLC subsequently filed a name change with the Secretary of State of California to Golden Gate Aviation, LLC, which is now in effect. As such, a new hangar rental agreement will be executed to reflect this name change.

CONSEQUENCE OF NEGATIVE ACTION:
A negative action will cause a loss of revenue to the Airport Enterprise Fund.

ATTACHMENTS
Golden Gate Aviation - Hangar Rental Agreement
To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: February 14, 2017  

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 JC Smith and Lawrence Chan for a T-hangar at Buchanan Field Airport effective February 1, 2017 in the monthly amount of $394.10, Pacheco area.

FISCAL IMPACT:
The Airport Enterprise Fund will realize $4,729.20 annually.

BACKGROUND:
On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters at Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during that 30-year period.

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

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

Action of Board On: 02/14/2017 ☑ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

ATTESTED: February 14, 2017  
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925) 681-4200  

ce:
BACKGROUND: (CONT'D)

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

On February 3, 2008, Contra Costa County Board of Supervisors approved the amended T-Hangar Lease Agreement which removed the Aircraft Physical Damage Insurance requirement. The new amended T-hangar Lease Agreement will be used to enter into this aircraft rental agreement.

CONSEQUENCE OF NEGATIVE ACTION:
A negative action will cause a loss of revenue to the Airport Enterprise Fund.

ATTACHMENTS
JC Smith and Lawrence CHan, MD - Hangar Agreement
TO: BOARD OF SUPERVISORS
FROM: KEITH FREITAS, DIRECTOR OF AIRPORTS
DATE: March 7, 2017
SUBJECT: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant

RECOMMENDED ACTION:

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Jordan Rose for a T-hangar at Buchanan Field Airport effective February 19, 2017 in the monthly amount of $394.10, Pacheco area.

FISCAL IMPACT:
The Airport Enterprise Fund will realize $4,729.20 annually.

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: ________________________________
DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By ________________________________, Deputy
SUBJECT: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport hangar tenant.

DATE: March 7, 2017

PAGE: 2 of 2

REASONS FOR RECOMMENDATIONS AND BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters at Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during that 30-year period.

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

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CONSEQUENCES OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.
TO: BOARD OF SUPERVISORS
FROM: KEITH FREITAS, DIRECTOR OF AIRPORTS
DATE: March 14, 2017

SUBJECT: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDED ACTION:

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Alexander Henderson for a T-hangar at Buchanan Field Airport effective March 1, 2017 in the monthly amount of $394.10, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will realize $4,729.20 annually.

 Continued on Attachment: ☒ SIGNATURE:

☐ RECOMMENDATION OF COUNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

☐ APPROVE ☐ OTHER

SIGNATURE(S):

ACTION OF BOARD ON
APPROVED AS RECOMMENDED ☐ OTHER ☐

VOTE OF SUPERVISORS

_____ UNANIMOUS (ABSENT _________)

AYES: _________ NOES: _________

ABSENT: _________ ABSTAIN: _________

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: __________________________________________

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By ______________________________, Deputy

Orig. Div: County Airports
Contact: (Beth lee)
cc: County Administrator
    Public Works Director
REASONS FOR RECOMMENDATIONS AND BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters at Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during that 30-year period.

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CONSEQUENCES OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.
TO: BOARD OF SUPERVISORS
FROM: KEITH FREITAS, DIRECTOR OF AIRPORTS
DATE: March 14, 2017
SUBJECT: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDED ACTION:

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Juliet Tango Flying Services, LLC for a T-hangar at Buchanan Field Airport effective February 23, 2017 in the monthly amount of $394.10, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will realize $4,729.20 annually.

Continued on Attachment: ☑ SIGNATURE:

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

SIGNATURE(S):

ACTION OF BOARD ON
APPROVED AS RECOMMENDED ☐ OTHER ☐

VOTE OF SUPERVISORS

 _____ UNANIMOUS (ABSENT ____________ )

 _______ AYES: _____ NOES: ______

ABSENT: _______ ABSTAIN: ________

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:

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By _____________________________, Deputy
SUBJECT: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport hangar tenant.

DATE: March 14, 2017

PAGE: 2 of 2

REASONS FOR RECOMMENDATIONS AND BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters at Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during that 30-year period.

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

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.

CONSEQUENCES OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.
TO: BOARD OF SUPERVISORS
FROM: KEITH FREITAS, DIRECTOR OF AIRPORTS
DATE: March 14, 2017
SUBJECT: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDED ACTION:

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Duane Allen and Audrey Morrison-Allen for a T-hangar at Buchanan Field Airport effective March 1, 2017 in the monthly amount of $394.10, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will realize $4,729.20 annually.

Continued on Attachment: ☒

SIGNATURE:

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

SIGNATURE(S):

ACTION OF BOARD ON
APPROVED AS RECOMMENDED ☐ OTHER ☐

VOTE OF SUPERVISORS

UNANIMOUS (ABSENT )
AYES: NOES: 
ABSENT: ABSTAIN:

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:

DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By , Deputy
SUBJECT: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport hangar tenant.

DATE: March 14, 2017

PAGE: 2 of 2

REASONS FOR RECOMMENDATIONS AND BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters at Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during that 30-year period.

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

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.

CONSEQUENCES OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.
TO: BOARD OF SUPERVISORS
FROM: KEITH R. FREITAS, DIRECTOR OF AIRPORTS
DATE: March 7, 2017
SUBJECT: Long-term Lease of Hangar located at 700 Sally Ride Drive, Concord (Buchanan Field Airport) to Gonsalves & Santucci, Inc., dba The Conco Companies

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

I. Recommended Action:

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a long-term lease with Gonsalves & Santucci, Inc., dba The Conco Companies, for the lease of the County-owned hangar located at 700 Sally Ride Drive, Concord, for $12,000 per month, an initial payment upfront of $250,000 and fifteen annual payments of approximately $65,000.

Financial Impact:

There is no negative impact on the General Fund. The Airport Enterprise Fund will receive rent and other revenues provided for in the lease and the County General Fund will receive property, sales and possessory interest tax revenues from the lease.

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: ____________________________
DAVID TWA, Clerk of the Board of Supervisors and County Administrator

By ____________________________, Deputy
III. Reasons for Recommendations and Background:

The 5.3-acre property is the site of the largest hangar at Buchanan Field. The 39,000 square-foot hangar was constructed pursuant to the terms of a ground lease dated April 5, 2005. In June 2008, the original tenant assigned its rights under the lease to an entity known as TDMC, for use as a corporate hangar. On December 31, 2015, as permitted by the lease, TDMC notified the County that it planned to terminate the lease as of December 31, 2016. Under the terms of the lease, the County became the owner of the hangar when the lease terminated.

In anticipation of the TDMC lease ending, in November 2016, the Airport sent out requests for proposals for the use of the hangar. The request asked bidders to provide, among other information, details about how the hangar would be used, the economic terms of the offer and what improvements, if any, would be made to the hangar. In response to the request, the Airport received three proposals. The Airport then convened a five-person selection committee. Each member of the selection committee was asked to rank the proposals on the basis of five criteria. The ranking of the proposals by the selection committee was unanimous. The proposal received from the Conco Companies was ranked first, with 429 points. The second- and third-place proposers, Pacific States Aviation and a joint proposal by Blackhawk Aviation and Vietnam Helicopters Museum, were awarded 309 and 285 points, respectively.

On December 13, 2016, the Board authorized the Airport to negotiate a new lease of the hangar with the bidders in priority ranking order. The lease recommended for approval today is with the Conco Companies. As currently structured, the new lease will generate approximately $17,500 of revenue per month for the Airport Enterprise Fund for the next fifteen years, an amount that effectively replaces the monthly rent that was paid under the prior lease. This level of rent represents approximately five percent of the Airport Enterprise Fund’s annual revenue.

In compliance with FAA Grant Assurance 24, which requires the Airport to be “as self-sustaining as possible,” the lease to the Conco Companies allows the Airport Enterprise Fund to obtain the maximum rent for this property, based on the results of the recent bid solicitation.

The term of the new lease is expected to be 50 years. The initial term is twenty years commencing, March 7, 2017 and ending on March 6, 2037. After the initial term, the tenant will have three 10-year options to extend the lease.

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.

IV. Consequences of Negative Action:

Failing to enter into a new lease of the property, or delaying the commencement of a new lease, will have a negative impact on the Airport Enterprise Fund. Income from the subject property represents approximately five percent of the Airport Enterprise Fund’s annual revenue.
Agenda Item 5.a

Contra Costa County Airports
Buchanan Field and Byron
Airport Enterprise Fund Overview
Aviation Advisory Committee
March 9, 2017
County Airport Enterprise Fund
  - What does it mean and what are the FAA requirements?
Airports Total Generated Revenue
Airports Generated Possessory Interest and Tax Distribution
Estimated Economic Impact of Airports
County Airport Enterprise Fund

* In 1986, Airport Enterprise Fund Established for County Airport System
* Separate Accounting for Airports (Federal Aviation Administration (FAA) requirement)
* Airports to be Self Sufficient (FAA Grant Assurance)
* Revenues Must Stay with Airport Enterprise Fund (FAA Grant Assurance)
* Revenue Diversion Prohibited (FAA Requirement)
Airports Total Generated Revenues
FY 2015-16
($8,793,127)

Total Generated

- Aircraft Tax; $1,511,358
- Unsecured & PI; $714,632
- Secured; $117,700
- Sales Tax; $862,865
- Transient Occupancy Tax; $1,035,106
- Business License Tax; $7,363
- Leases & Licenses; $4,544,103

Total Distribution

- Other
- Airport Enterprise Fund

Total Distribution $4,544,103
Other $4,249,024
Airports Generated Possessory Interest and Tax Distribution
FY 2015–16 ($4,249,023)

- County General Fund
- Schools, $1,204,830
- Other, $273,216
- Other: Parks/Rec, BART, EDMUD, Sheriff, among others
2016 Economic Impact Snapshot

BUCHANAN FIELD

- 808 jobs
- $103.84 million annual economic output
- $7.9 million in state and local tax revenue
- $10 million in federal tax revenue

BYRON AIRPORT

- 20 jobs
- $2.09 million annual economic output
- $96,000 in state and local tax revenue
- $200,000 in federal tax revenue
## Estimated 2016 Economic Impact

### Buchanan Field

<table>
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<th>Impact Type</th>
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<td>$37,870,000</td>
<td>$64,400,000</td>
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<tr>
<td>Indirect</td>
<td>129</td>
<td>$7,880,000</td>
<td>$12,180,000</td>
<td>$19,750,000</td>
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<tr>
<td>Induced</td>
<td>131</td>
<td>$6,700,000</td>
<td>$12,320,000</td>
<td>$19,680,000</td>
</tr>
<tr>
<td>Total Impact</td>
<td>808</td>
<td>$42,980,000</td>
<td>$62,370,000</td>
<td>$103,840,000</td>
</tr>
</tbody>
</table>

### Byron Airport

<table>
<thead>
<tr>
<th>Impact Type</th>
<th>Employment (Total Jobs)</th>
<th>Labor Income</th>
<th>Value Added</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct</td>
<td>15</td>
<td>$633,852</td>
<td>$718,117</td>
<td>$1,315,092</td>
</tr>
<tr>
<td>Indirect</td>
<td>3</td>
<td>$137,333</td>
<td>$221,779</td>
<td>$371,052</td>
</tr>
<tr>
<td>Induced</td>
<td>4</td>
<td>$142,094</td>
<td>$261,323</td>
<td>$417,358</td>
</tr>
<tr>
<td>Total Impact</td>
<td>22</td>
<td>$913,279</td>
<td>$1,201,219</td>
<td>$2,103,502</td>
</tr>
</tbody>
</table>

### Contra Costa County Airports Total Combined Impact

<table>
<thead>
<tr>
<th>Impact Type</th>
<th>Employment (Total Jobs)</th>
<th>Labor Income</th>
<th>Value Added</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Impact</td>
<td>828</td>
<td>$43,894,393</td>
<td>$63,571,940</td>
<td>$105,939,333</td>
</tr>
</tbody>
</table>

**Direct Impacts**: Any value that ties directly to airport activities, such as jobs, operations, etc.

**Indirect Impacts**: Any value that supports airport activities indirectly, and would be negatively impacted if the airport weren't there, such as FBO fuel purchases.

**Induced Benefits**: Any value that is generated by re-spending of the income derived from the direct and indirect spending, moving revenue through the local economy and outward to impact the greater regional economy.
## Enterprise Fund Budget Summary
### for Fiscal Year 2017/18

<table>
<thead>
<tr>
<th></th>
<th>FY 16/17 Budgeted</th>
<th>FY 16/17 50%</th>
<th>FY 17/18 Budgeted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enterprise Fund O &amp; M Budget</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buchanan O &amp; M Revenues</td>
<td>$3,749,774</td>
<td>$2,351,722</td>
<td>$4,206,544</td>
</tr>
<tr>
<td>Byron O &amp; M Revenues</td>
<td>$578,351</td>
<td>$430,090</td>
<td>$672,840</td>
</tr>
<tr>
<td><strong>Total O &amp; M Revenues Enterprise Fund</strong></td>
<td>$4,328,125</td>
<td>$2,781,812</td>
<td>$4,879,384</td>
</tr>
<tr>
<td>Buchanan O &amp; M Expenditures</td>
<td>$3,151,402</td>
<td>$1,413,777</td>
<td>$3,445,015</td>
</tr>
<tr>
<td>Byron O &amp; M Expenditures</td>
<td>$953,323</td>
<td>$470,263</td>
<td>$1,111,807</td>
</tr>
<tr>
<td><strong>Total O &amp; M Expenditures Enterprise Fund</strong></td>
<td>$4,104,725</td>
<td>$1,884,040</td>
<td>$4,556,822</td>
</tr>
<tr>
<td>Enterprise Fund O &amp; M Revenues</td>
<td>$4,328,125</td>
<td>$2,781,812</td>
<td>$4,879,384</td>
</tr>
<tr>
<td>Enterprise Fund O &amp; M Expenditures</td>
<td>$4,104,725</td>
<td>$1,884,040</td>
<td>$4,556,822</td>
</tr>
<tr>
<td><strong>Total O &amp; M Revenues Enterprise Fund</strong></td>
<td>$823,400</td>
<td>$897,772</td>
<td>$322,562</td>
</tr>
<tr>
<td>Buchanan Capital/AIP Revenues</td>
<td>$2,472,300</td>
<td>$190,605</td>
<td>$830,250</td>
</tr>
<tr>
<td>Byron Capital/AIP Revenues</td>
<td>$0</td>
<td>$132,559</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Capital/AIP Revenues</strong></td>
<td>$2,472,300</td>
<td>$323,164</td>
<td>$830,250</td>
</tr>
<tr>
<td>Buchanan Capital/AIP Expenditures</td>
<td>$2,696,000</td>
<td>$1,091,065</td>
<td>$1,143,312</td>
</tr>
<tr>
<td>Byron Capital/AIP Expenditures</td>
<td>$0</td>
<td>$7,873</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Total Capital/AIP Expenditures</strong></td>
<td>$2,696,000</td>
<td>$1,098,938</td>
<td>$1,153,312</td>
</tr>
<tr>
<td>Capital/AIP Revenues</td>
<td>$2,472,300</td>
<td>$323,164</td>
<td>$830,250</td>
</tr>
<tr>
<td>Capital/AIP Expenditures</td>
<td>$2,696,000</td>
<td>$1,098,938</td>
<td>$1,153,312</td>
</tr>
<tr>
<td><strong>(Total Capital/AIP)</strong></td>
<td>($223,700)</td>
<td>($775,774)</td>
<td>($323,062)</td>
</tr>
<tr>
<td>Mariposa Revenue from Interest</td>
<td>$300</td>
<td>$1,463</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$6,800,725</td>
<td>$3,106,439</td>
<td>$5,710,134</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$6,800,725</td>
<td>$2,982,978</td>
<td>$5,710,134</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>$0</td>
<td>$123,461</td>
<td>$0</td>
</tr>
</tbody>
</table>