

Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord, CA 94520
Thursday, January 11, 2018 10:00 a.m.

The Aviation Advisory Committee (AAC) 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 November 9, 2017, Meeting Minutes**
- 4. Consider Consent Items**
 - a. Approval of Airport Noise Report & Statistics Report (October & November 2017)
 - b. Approval of Relevant Board Actions that Occurred from November 7 – December 19, 2017
- 5. Presentations**
 - a. Present Contra Costa County Airports Recognition Awards to Rashid Yahya and the Office of the Sheriff Air Support Unit
- 6. Discussion/Action Items**
 - a. Discuss Items Pulled from Consent
 - b. Review and Discuss the Update Regarding TSA's Site Visit on November 29, 2017 (See Attached)
 - c. Review and Discuss the Airport Strategic Plan Summary of Top Priorities (See Attached)
 - d. Review and Discuss the 2018 Airport Capital Improvement Program (See Attached)
 - e. Review and Discuss the Unmanned Aerial System (UAS) FAA Pilot Program Sponsor
 - f. Review and Discuss the Airport Enterprise Fund Budget for Fiscal Year 2016-17
 - g. Review and Discuss the 3-Acre Development Proposal Update
 - h. Review and Discuss the 4.6-Acre Development Proposal Update
 - i. Review and Discuss the 101 John Glenn Drive Long-Term Lease Update
- 7. Future Agenda Items**
- 8. Adjourn**

Next AAC Meeting (Tentative): February 8, 2018 at 10:00 am
Next Airport Committee Meeting (Tentative): March 14, 2018 at 11:00 am

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
November 9, 2017**

MEETING CALLED: Chair, Ronald Reagan called the meeting to order at 10:00 AM.

PRESENT: **Roger Bass**, District II
Maurice Gunderson, Secretary, Member at Large
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
Ronald Reagan, District III
Dale Roberts, District I
Tom Weber, District IV

ABSENT: **Emily Barnett**, Member At-Large
Mike Bruno, Vice Chair, Airport Business Association
Eric Meinbress, Member At-Large
Russell Roe, District V

STAFF: Keith Freitas, Director of Airports

**OPENING COMMENTS
BY CHAIR:** Ronald Reagan welcomed the attendees.

**PUBLIC COMMENT
PERIOD:** None.

**APPROVAL OF
MINUTES:** Moved by Maurice Gunderson; seconded by Keith McMahon.
Approved Yes: Roger Bass, Derek Mims, Ronald Regan, Dale
Roberts, and Tom Weber. No: None. Abstained: None. Absent:
Emily Barnett, Mike Bruno, Eric Meinbress, and Russell Roe.

**APPROVAL OF
CONSENT ITEMS:** Moved by Maurice Gunderson; seconded by Roger Bass.
Approved Yes: Keith McMahon, Derek Mims, Dale Roberts,
Ronald Reagan, and Tom Weber. No: None. Abstained: None.
Absent: Emily Barnett, Mike Bruno, Eric Meinbress and Russell
Roe.

PRESENTATIONS:

a. Review and Discuss the City of Brentwood's Economic Development Program Presented by Gus Vina, Brentwood City Manager

Gus Vina, Brentwood City Manager, presented their economic development action plan to the Committee to facilitate economic growth in the East County region. Out of that economic development action plan, seven job generating opportunities were developed:

- 1. Create and implement a business development center.** This center would provide workforce training for the many small, independent, and family-owned businesses in Brentwood.
- 2. Build full-scale hospital.** This would generate approximately 800 jobs for the 1500 local residents that currently work in healthcare
- 3. Find ways to build tourism.** Designating an individual to oversee the visitor experience to best ensure that tourists come back (i.e. hotels)
- 4. Build restaurants in downtown areas of Brentwood.** Building more restaurants will attract customers and ultimately create jobs
- 5. Develop a business park.** 400 acres are available between Sand Creek Road and Lone Tree Way. That working group is creating a business park development plan
- 6. Create business retention expansion and attraction program.** Focus is to help grow small, independent, and family-owned businesses and to ensure they are receiving all the guidance necessary to grow
- 7. Preserve agriculture.** Bring farmers together and provide direction in order to preserve and upgrade the agricultural industry

In conclusion, Mr. Vina added how the Northern Waterfront runs throughout East County and noted the Byron Airport is located in the center of that corridor. Mr. Vina expressed his desire to work with Airport staff in order to increase business developments and ultimately jobs in the East County region

b. Review and Discuss the Update Regarding Funding for the Airport Connector Project Presented by Kevin Romick, Oakley City Council Member

Kevin Romick with the Contra Costa County Transportation Authority gave a presentation in regards to the regional airport connector road from to Vasco Road to the Byron Airport. In 2016, Measure X, which required a two-thirds vote, was ultimately defeated. On the 2018 ballot will be Regional Measure 3 (RM3). Mr. Romick stated that if the measure passes, \$10 million will go to the planning and construction for the airport connector. Ronald Reagan stated how important it is to get the word out that Contra Costa County needs a connector road in order to reduce the congestion on Camino Diablo in Byron.

DISCUSSION/ACTION ITEMS:

a. **Discussion of Items Pulled from Consent**

No items were pulled from consent.

b. **Discuss and Select a Recipient for the Contra Costa County Airports Recognition Award**

After discussions, the Committee unanimously voted to award the Office of the Sheriff Air Support Unit and Rashid Yahya for their continued efforts in promoting aviation. The awards will be given at the next AAC meeting tentatively scheduled to be held on January 11, 2018.

Moved by Maurice Gunderson; seconded by Tom Weber. Approved Yes: Emily Barnett, Roger Bass, Keith McMahon, Derek Mims, Ronald Reagan, and Dale Roberts. No: None. Abstained: None. Absent: Emily Barnett, Mike Bruno, Eric Meinbress, and Russell Roe.

c. **Update and Discuss the Economic Development and Incentive Program (EDIP) Process and Establish New Working Groups to Assist Airport Staff**

Airports staff began an Economic Development Incentive Program (EDIP) process to develop a program that would be most successful in retaining existing and attracting new aviation tenants and businesses. Airports staff will hold two working group meetings on November 15, 2017. These working groups will be separated between businesses and tenants in order to discuss different components of the overall plan, including Contra Costa County Airports' current rates and charges. The business meeting will be held at 8:30 a.m. and the tenant meeting will be held at 1 p.m.

d. **Update and Discuss the Byron General Plan Amendment and Expected Delay Due to CALTRANS Request**

During the process of updating the Byron General Plan Amendment, it was noticed that the Airport Land Use Commission (ALUC) plan was out of date. Both plans must be consistent with each other, therefore the updating of the Byron General Plan Amendment will be delayed to accommodate the ALUC plan update.

e. **Review and Discuss the Federal Aviation Administration Determination Regarding Informal Complaint Filed by Vietnam Helicopters, Inc. dba Vietnam Helicopter Museum**

About a year ago Vietnam Helicopter Museum (VHM) filed an informal complaint with the FAA against Contra Costa County claiming discriminatory acts against VHM. In response to the allegations, the FAA found that there were zero non-compliance actions by Contra Costa County. As of now, the Airport Enterprise Fund has spent approximately \$100,000 in legal fees (County Counsel) and Airport staff time.

f. Discuss the Status of Long-Term Leasing for 101 John Glenn Drive Facility

This property reverted back to the County approximately three years ago, [which includes office and aircraft hangar space]. Airport staff received a letter of interest to lease the property on a long term basis. After a competitive solicitation was conducted, the Airport received two proposals. The proposals received were by Pacific States Aviation (PSA) and Sterling Aviation. The proposals were ranked by a five person selection committee and PSA and Sterling Aviation were ranked 1st and 2nd respectively. Airport staff is currently in negotiations with PSA to long-term lease the property.

FUTURE AGENDA ITEMS/COMMENTS

ADJOURNMENT: The meeting was adjourned by the Chair at 11:17 AM.

FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
September 14, 2017**

MEETING CALLED: Chair, Ronald Reagan called the meeting to order at 10:00 AM.

PRESENT: **Emily Barnett**, Member at Large
Mike Bruno, Vice Chair, Airport Business Association
Maurice Gunderson, Secretary, Member at Large
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
Ronal Reagan, District III
Dale Roberts, District I
Tom Weber, District IV

ABSENT: **Roger Bass**, District II
Russell Roe, District V

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

**OPENING COMMENTS
BY CHAIR:** Ronald Reagan welcomed the attendees.

**PUBLIC COMMENT
PERIOD:** Dale Roberts (AAC's newest District I Representative) gave a brief introduction of himself to the AAC.

**APPROVAL OF
MINUTES:** Moved by Maurice Gunderson; seconded by Mike Bruno.
Approved Yes: Emily Barnett, Keith McMahon, Derek Mims,
Ronald Regan, Dale Roberts, and Tom Weber. No: None.
Abstained: None. Absent: Roger Bass and Russell Roe.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Derek Mims; seconded by Ronald Reagan. Approved
Yes: Emily Barnett, Mike Bruno, Maurice Gunderson, Keith
McMahon, Dale Roberts, and Tom Weber. No: None.
Abstained: None. Absent: Roger Bass, and Russell Roe.

PRESENTATIONS:

a. Discuss the 3-Acre Business Park Development Update with Montecito

Karl Higgins with Montecito gave an update on the proposed 3-Acre business park development on Sally Ride Drive. Montecito is a commercial industrial and general aviation development company. The development will consist of a 52,000 square foot, non-aviation commercial facility with approximately 22 units for rent, 91 parking spaces, and improved landscaping/signage. Montecito is aiming to break ground in spring of 2018.

b. Discuss the Historical Background of the Buchanan Field Traffic Patterns

Daniel Wick discussed the historical background of Buchanan Field's (CCR) traffic patterns. The presentation consisted of CCR's various traffic patterns, how wind changes affect these patterns, what the Federal Aviation Administration (FAA) has control over, and the surrounding communities.

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

No items were pulled from consent.

b. Discussion The Referred Recruitment of the AAC At-Large Seat to the Airport Committee

The Airport Committee held At-Large interviews at the September 13th meeting. Out of five candidates that were interviewed, Eric Meinbress was ultimately recommended by the Chair and Vice-Chair of the Committee. Eric Meinbress's At-Large appointment is scheduled to go before the Board of Supervisors in October for approval.

c. Review and Discuss the Findings by the AAC Working Committee of the Tenant Recognition Program

The AAC discussed potential modifications to the Airports' recognition program. Out of the discussions, the AAC unanimously voted yes to the following motions:

1. To accept renaming of the recognition award to "Contra Costa County Airports

Recognition Award”

Moved by Mike Bruno; seconded by Derek Mims. Approved Yes: Emily Barnett, Maurice Gunderson, Keith McMahon, Ronald Reagan, Dale Roberts, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, and Russell Roe.

2. To accept the following criteria to include any individual/group/business or organization:
 - a) ...that has provided exceptional service or experiences that builds community, showcases public benefit of the airport, an/or supports airport services and operations
 - b) ...that has exceptionally contributed a leadership role, skill, activity or event that has made a significant and lasting contribution to the promotion and advancement of aviation or the airports
 - c) ...that has strongly contributed to the environmental stewardship, safety, and/or emergency preparedness of the airport and its operations
 - d) ...that has provided strong community support, engagement, and/or communication with the public in support of airport services and operations

Moved by Maurice Gunderson; seconded by Ronald Reagan. Approved Yes: Emily Barnett, Mike Bruno, Keith McMahon, Derek Mims Dale Roberts, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, and Russell Roe.

3. To accept changing the award to be “ongoing” where recognition may occur more immediately and as appropriate for worthy candidates.

Moved by Derek Mims; seconded by Mike Bruno. Approved Yes: Emily Barnett, Maurice Gunderson, Keith McMahon, Ronald Reagan, Dale Roberts, and Tom Weber. No: None. Abstained: None. Absent: Roger Bass, and Russell Roe.

Mike Bruno recommended Rashid Yahya as a potential candidate for the Contra Costa County Airports Recognition Award. The AAC will put this on the agenda for the October 12, 2017 AAC meeting for consideration.

d. Discuss the Modifications to the Standard Federal Aviation Administration Process for the Reconstruction & Overlay Project on Runway 14L/32R

Engineers came up with four construction options for the 14L/32R Reconstruction and Overlay Project. Out of those four options, option one: Cold In-Place Recycling (CIR) was most favorable. Since CIR is not an FAA approved process, a Modification of Standard (MoS) will be submitted to the FAA for evaluation and consideration. Airport staff will continue to provide the AAC with updates regarding this project.

e. Review and Discuss the Airport Enterprise Fund Budget for Fiscal Year 2016-17

This item has been pushed to be discussed at the October 12, 2017 AAC meeting.

f. Discuss and Select an AAC member for the 101 John Glenn Drive Property Selection Committee

Tom Weber, Derek Mims, and Maurice Gunderson volunteered to participate on the Selection Committee for the competitive solicitation at 101 John Glenn Drive. Maurice deferred to allow Tom and Derek to be the primary AAC members on the Committee. The AAC volunteers will work with Airport and Public Works staff to review the two proposals, interview the two interested parties, and make a ranking selection recommendation to go before the Board of Supervisors.

g. Discuss the AAC Byron Meeting Date that is Tentatively Scheduled to be Held on November 9, 2017

The AAC Byron meeting is scheduled to be held on Thursday, November 9, 2017 at 10 AM at the Byron Airport

FUTURE AGENDA ITEMS/COMMENTS

ADJOURNMENT: The meeting was adjourned by the Chair at 11:17 AM.

Noise Abatement Statistics

October 2017

	# Of Callers			Complaints		YTD 2017	YTD 2016	% CHANGE
	2017	2017	2016	2017	2016			
TOTAL NUMBER OF COMPLAINTS	17	18	17	182	160	14%		
LOCATION OF COMPLAINTS								
Concord	3	3	4	32	34	-6%		
Pleasant Hill	5	5	9	58	69	-16%		
Pacheco	1	2	1	10	14	-29%		
Martinez	2	2	2	22	29	-24%		
Byron	0	0	1	0	1	0%		
Other	2	2	0	29	13	123%		
Subtotal	13	14	17	151	160	-6%		
Special Events	4	4	0	31	0	N/A*		
Total Number of Complaints	17	18	17	182	160	14%		
COMPLAINTS ASSOCIATED WITH								
Buchanan Field Airport		16	16	130	141			
Byron Airport		0	1	0	1			
Law Enforcement/Lifeguard Lights		0	0	10	0			
Non-associated		2	0	42	18			
TIME OF INCIDENT								
Day (0700 - 1700)		14	16	123	127			
Evening (1700 - 2200)		0	0	28	15			
Night (2200 - 0700)		0	1	16	11			
All Times		4	0	15	7			
TYPE OF COMPLAINT								
Noise		2	13	81	82			
Low Flying		5	1	22	14			
Noise and Low Flying		8	2	66	45			
Too Many Aircraft		0	1	6	15			
Other		3	0	7	4			
TYPE OF AIRCRAFT								
Jet		7	0	44	29			
Propeller		3	13	67	85			
Helicopter		1	0	26	8			
All Types		4	4	22	25			
Unknown		3	0	23	13			
TOTAL AIRCRAFT OPERATIONS								
		10,147	10,529	101,685	102,880	-1%		
COMPLAINTS PER 10,000 OPERATIONS								
		18	16	18	16	15%		
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY								
		16	15	13	14	-7%		

January

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

May

- (3)- Non- Assoc. low flying from Benicia Resident

Aug

- (1)- Other- Low flying- Benicia
- (2)- Other-Unknown-Antioch

SEP

- (1)- other- gasoline smell - Pleasant Hill
- (10)- Non-assoc-special event- F-16 Jet
- (2)- Non- Assoc. too many Alamo
- (1)- Non-Assoc, chemtrails- Walnut Creek
- (1)- Non-Assoc, SFO Jets- Walnut Creek

March & February

- (7) PGE helicopter complaints
- (6) aerobatic brentwood
- (2)- Non-Assoc. low-flying from Mtn House

JUNE

- (12)- Wings of Freedom tour
- (1)- Other life flight from Walnut Creek
- (1)- law- PH most likely military helicopter
- (2)- Low flying PGE Helicopter from Concord

OCT

- (1)- non-assoc aerobatics discovery bay
- (1)- non-assoc, pipeline patrol, martinez
- (4)- FAA Flight Check PAPIs

April

- (1)- Other- Law Enforcement Helicopter - Bay Point
- (1)- Other- Law Enforcement Helicopter - Clayton
- (1)- Other- PGE Pipeline Helicopter -Walnut Creek
- (1)- Other- Reckless Flying from Bethel Island

JUL

- (1)- Low flying law helicopter concord
- (4)- U2 Military Jet Training Operation

*N/A- New Reporting Variable

Contra Costa County Airports Monthly Operations Report

October 2017

	October 2017	October 2016	YTD 2017	YTD 2016	% CHANGE 2016/2017
AIRCRAFT OPERATIONS					
Total Operations	10,147	10,529	101,685	102,880	-1%
Local Operations	4,923	6,071	54,970	58,493	-6%
Itinerant Operations	3,951	3,435	35,550	33,670	6%
Total Instrument Ops	1,063	847	9,391	8,368	12%
FUEL FLOWAGE					
100 Octane	28,525	25,173	253,246	239,277	6%
Jet Fuel	115,553	93,920	974,440	809,245	20%
Total	144,078	119,093	1,227,686	1,048,522	17%
BYRON INFORMATION					
Byron Fuel	13,513	11,846	133,216	92,824	44%
SKYDIVERS					
Number of Flights	100	89	858	869	-1%
Experienced Jumps	1,026	658	5,180	5,626	-8%
First Time Jumps	205	178	1,696	2,024	-16%
Student Jumps	19	22	200	230	-13%
Glider Operations					
Tow Aircraft	62	0	510	0	
Glider Aircraft	62	0	510	0	

Noise Abatement Statistics

November 2017

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2017	2017	2016	2017	2016	
TOTAL NUMBER OF COMPLAINTS	13	15	23	197	183	8%
LOCATION OF COMPLAINTS						
Concord	3	3	7	35	41	-15%
Pleasant Hill	3	5	3	63	72	-13%
Pacheco	1	1	0	11	14	-21%
Martinez	3	3	4	25	33	-24%
Byron	0	0	0	0	1	0%
Other	3	3	4	32	17	88%
Subtotal	13	15	18	166	178	-7%
Special Events	0	0	5	31	5	N/A*
Total Number of Complaints	13	15	23	197	183	8%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		13	20	143	161	
Byron Airport		0	0	0	1	
Law Enforcement/Lifeguard Lights		0	0	10	0	
Non-associated		2	3	44	21	
TIME OF INCIDENT						
Day (0700 - 1700)		9	21	132	148	
Evening (1700 - 2200)		2	0	30	15	
Night (2200 - 0700)		2	0	18	11	
All Times		2	2	17	9	
TYPE OF COMPLAINT						
Noise		7	5	88	87	
Low Flying		0	4	22	18	
Noise and Low Flying		7	11	73	56	
Too Many Aircraft		0	2	6	17	
Other		1	1	8	5	
TYPE OF AIRCRAFT						
Jet		2	3	46	32	
Propeller		6	18	73	103	
Helicopter		3	0	29	8	
All Types		0	1	22	26	
Unknown		4	1	27	14	
TOTAL AIRCRAFT OPERATIONS						
		9,779	10,186	111,464	113,066	-1%
COMPLAINTS PER 10,000 OPERATIONS						
		15	23	18	16	9%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY						
		13	20	13	14	-10%

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

March & February
 (7) PGE helicopter complaints
 (6) aerobatic brentwood
 (2)- Non-Assoc. low-flying from Mtn House

April
 (2)- Other- Law Enforcement Helicopter - Bay Point
 (1)- Other- Reckless Flying from Bethel Island
 (1)- Other- PGE Pipeline Helicopter - Walnut Creek

May
 (3)- Non- Assoc. low flying from Benicia Resident

JUN
 (12)- Wings of Freedom tour
 (1)- Other life flight from Walnut Creek
 (1)- law- PH most likely military helicopter
 (2)- Low flying powerline patrol Helicopter - Concord

JUL
 (1)- Low flying law helicopter concord
 (4)- U2 Military Jet Training Operation

Aug
 (1)- Other- Low flying- Benicia
 (2)- Other-Unknown-Antioch

SEP
 (1)- other- gasoline smell - Pleasant Hill
 (10)- Non-assoc-special event- F-16 Jet
 (2)- Non- Assoc. too many Alamo
 (1)- Non-Assoc, chemtrails- Walnut Creek
 (1)- Non-Assoc, SFO Jets- Walnut Creek

OCT
 (1)- non-assoc aerobatics discovery bay
 (1)- non-assoc, pipeline patrol, martinez

NOV
 (1)- non assoc aerobatics antioch

*N/A- New Reporting Variable

Contra Costa County Airports Monthly Operations Report

November 2017

	November 2017	November 2016	YTD 2017	YTD 2016	% CHANGE 2016/2017
AIRCRAFT OPERATIONS					
Total Operations	9,779	10,186	111,464	113,066	-1%
Local Operations	5,377	5,830	60,347	64,323	-6%
Itinerant Operations	3,228	3,210	38,778	36,880	5%
Total Instrument Ops	969	843	10,360	9,211	12%
FUEL FLOWAGE					
100 Octane	21,719	23,884	274,965	263,161	4%
Jet Fuel	98,488	80,981	1,072,928	890,226	21%
Total	120,207	104,865	1,347,893	1,153,387	17%
BYRON INFORMATION					
Byron Fuel	11,484	10,750	144,700	103,574	40%
SKYDIVERS					
Number of Flights	67	36	925	905	2%
Experienced Jumps	482	362	5,662	5,988	-5%
First Time Jumps	126	115	1,822	2,139	-15%
Student Jumps	15	8	215	238	-10%
Glider Operations					
Tow Aircraft	0	0	510	0	
Glider Aircraft	0	0	510	0	

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

The following certified Board Orders are attached:

- November 7, 2017 *RECEIVE* update regarding the Economic Development Incentive Program and Strategic Plan priority initiatives to strengthen and grow the Buchanan Field and Byron Airports. Concord and Byron Areas (District III and District IV).
- December 5, 2017 *APPROVE* and *AUTHORIZE* the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Jan Borhaug for a T-hangar at Buchanan Field Airport effective November 21, 2017 in the monthly amount of \$394.10, Pacheco area.
- December 5, 2017 *APPROVE* and *AUTHORIZE* the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Ben Burbridge for a shade hangar at Buchanan Field Airport effective November 28, 2017 in the monthly amount of \$177.07, Pacheco area. (District IV)
- December 5, 2017 *APPROVE* and *AUTHORIZE* the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Pacific Diamond, LLC for a T-hangar at Buchanan Field Airport effective November 27, 2017 in the monthly amount of \$394.10, Pacheco area.
- December 5, 2017 *APPROVE* and *AUTHORIZE* the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Steve Mink for a T-hangar at Buchanan Field Airport effective December 1, 2017 in the monthly amount of \$394.10, Pacheco area.
- December 5, 2017 *APPROVE* and *AUTHORIZE* the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Neil Friedman for a shade hangar at Buchanan Field Airport effective December 1, 2017 in the monthly amount of \$177.07, Pacheco area. (District IV)
- December 12, 2017 *APPROVE* and *AUTHORIZE* the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Sean White and Blair White for a shade hangar at Buchanan Field Airport effective October 28,

2017 in the monthly amount of \$177.07, Pacheco area.
(District IV)

December 19, 2017

APPROVE and **AUTHORIZE** the Director of Airports, or designee, to **EXECUTE**, on behalf of the County, a lease amendment between the County, as lessor, and Pacific States Aviation, Inc., as tenant. Pacheco Area (District IV).



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: November 7, 2017

Subject: Update Regarding the Economic Development Incentive Program and Strategic Plan Priority Initiatives for the Buchanan Field and Byron Airports

RECOMMENDATION(S):

RECEIVE update regarding the Economic Development Incentive Program and Strategic Plan priority initiatives to strengthen and grow the Buchanan Field and Byron Airports. Concord and Byron Areas (District III and District IV).

FISCAL IMPACT:

Positive economic impacts from increased rent revenue, possessory interest taxes, transient occupancy tax, and sales tax would benefit both the Airport Enterprise Fund and County General Fund. Any expenditures would be only by Airport Enterprise Fund.

BACKGROUND:

In 2013, the Airports Division created a business retention and attraction program to strengthen and grow the Buchanan Field and Byron Airports (Airports). Airports staff began an Economic Development Incentive Program (EDIP) process to develop a program that would be most successful in retaining and attracting new aviation tenants and businesses. The EDIP had a diverse working group that represented leasehold tenants, businesses, flight clubs, County hangar and tie-down tenants, and the Aviation Advisory Committee. The EDIP was designed to address a variety of airport issues and generate high stakeholder

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/07/2017** 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: November 7, 2017

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)
681-4200

involvement to best address business/tenant needs and be consistent with the Airport Master Plan. The goal was to inspire creativity and innovative approaches to make the Contra Costa County Airport system unique and entice people and businesses to come check out the Airports. The EDIP process was completed in late 2015 and concluded with a large projects/programs prioritization list for both Airports.

BACKGROUND: (CONT'D)

> After completing the EDIP process, the Airports Division completed an update to its strategic plan, in August 2017, to create a pathway that best positions the Airports for regional competitiveness. The top identified priority projects/programs mirrored those identified during the EDIP Process. The top four priorities are listed and detailed below:

1. Evaluate rates and charges to increase regional marketplace competitiveness
2. Develop a Terminal building to create a hub or “heart” of Buchanan Field
3. Construct hangar(s) with office space at Byron Airport to attract new business tenants
4. Make aesthetic improvements to signage and landscaping at both airports

1. Evaluate rates and charges to increase regional marketplace competitiveness.

Airports staff initiated this project in 2013 by conducting a market rate rent comparison. Staff found that, in general, aviation rents at the Airports are at the high end for the regional market, which could negatively affect our ability to attract new and retain existing tenants. Many, but not all, of the Airports leases and rental agreements include annual Consumer Price Index (CPI) rent adjustment. To keep the rates from further increasing above the region, a one-year waiver CPI was approved in 2013 and another 3 year waiver was approved in 2016 by the Board of Supervisors (Board) for aviation tenants. The CPI waivers have been a crucial component in the economic retention and development program for the Airports and are set to expire on April 1, 2019.

The next step will be updating the Airports rates and charges. Airports staff will convene a diverse working group of various aviation tenants and the Aviation Advisory Committee, to help staff develop rates and charges that would be more competitive in the regional marketplace. As such, it is likely that Airports staff will later recommend a fee reduction of its hangar and tie-down rates. It is expected that if rates and charges ultimately go down, the reduced revenue may delay implementation of some improvement projects at the Airports. The rates and charges schedule will be vetted through the public process in advance of scheduling this item before the full Board for their review and approval, which is anticipated in mid-2018.

2. Develop a terminal building to create a hub or “heart” of Buchanan Field.

A terminal building will create a central airport destination that is absent from Buchanan Field. The hub will provide a permanent home for the Airports Division as it currently rents office space from a tenant. The general design is a facility that would also accommodate the Airports Administration Office (converting our rental stream into an ownership opportunity) with additional flexible space that can be used for public meetings, serve the general aviation community, and potentially attract commercial or charter aviation service.

3. Construct hangar(s) with office space at Byron Airport to attract new business tenants.

Byron Airport does not have available hangar and office space to attract new tenants. Development of business hangar(s) with office space will provide the foundation to increase services and grow aviation use at the airport. Attracting new businesses is necessary for Byron Airport to achieve financial self-sufficiency.

4. Make aesthetic improvements to signage and landscaping at both Airports.

Aesthetic improvements at both Airports' major entry ways will improve public perception and perceived Airports value. New signage is necessary to better market the Airports by increasing visibility through improved advertisement of airport services. Enhanced landscaping will provide an inviting, memorable and welcoming atmosphere for new and longtime tenants and visitors.

The projects will be vetted through the public process in advance of scheduling before the full Board for their review and approval.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to better position the Airports Division in the competitive regional market may prompt a loss of aviation tenants, businesses and associated revenue.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: December 5, 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 Jan Borhaug for a T-hangar at Buchanan Field Airport effective November 21, 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,

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

Action of Board On: **12/05/2017** 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: December 5, 2017

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

pursuant to the terms of the above lease.

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

Hangar Rental Agmt - J Borhaug



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: December 5, 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 Ben Burbridge for a shade hangar at Buchanan Field Airport effective November 28, 2017 in the monthly amount of \$177.07, Pacheco area. (District IV)

FISCAL IMPACT:

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

BACKGROUND:

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

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

Action of Board On: **12/05/2017** 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: December 5, 2017

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

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

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

Hangar Rental Agmt - B Burbridge



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: December 5, 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 Pacific Diamond, LLC for a T-hangar at Buchanan Field Airport effective November 27, 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.

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

Action of Board On: **12/05/2017** 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: December 5, 2017

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

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

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

Hangar Rental Agmt - Pacific Diamond



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: December 5, 2017

Subject: 2017 REPORT FROM AVIATION ADVISORY BODY

RECOMMENDATION(S):

RECEIVE 2017 Annual Report submitted by the Aviation Advisory Committee.

FISCAL IMPACT:

Not applicable.

BACKGROUND:

On June 18, 2002, the Board of Supervisors (Board) adopted Resolution No. 2002/377, which requires that each regular and ongoing board, commission, or committee shall annually report to the Board on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year, on the second Tuesday in December. The attached report fulfills this requirement for the Aviation Advisory Committee.

CONSEQUENCE OF NEGATIVE ACTION:

Not applicable.

- | | |
|--|--|
| <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: 12/05/2017 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: December 5, 2017

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

ATTACHMENTS

2017 AAC Annual
Report



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: December 5, 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 Steve Mink for a T-hangar at Buchanan Field Airport effective December 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,

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/05/2017** 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: December 5, 2017

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

pursuant to the terms of the above lease.

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

Hangar Rental Agmt - S Mink



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: December 5, 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 Neil Friedman for a shade hangar at Buchanan Field Airport effective December 1, 2017 in the monthly amount of \$177.07, Pacheco area. (District IV)

FISCAL IMPACT:

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

BACKGROUND:

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

- | | |
|--|--|
| <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: **12/05/2017** 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: December 5, 2017

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

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

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

Hangar Rental Agmt - N Friedman



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: December 12, 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 Sean White and Blair White for a shade hangar at Buchanan Field Airport effective October 28, 2017 in the monthly amount of \$177.07, Pacheco area. (District IV)

FISCAL IMPACT:

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

BACKGROUND:

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

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

APPROVE

OTHER

RECOMMENDATION OF CNTY
ADMINISTRATOR

RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 12/12/2017 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: December 12, 2017

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)

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

Hangar Rental Agmt - S White and B White



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: December 19, 2017

Subject: APPROVE AND AUTHORIZE SECOND AMENDMENT TO AMENDED AND RESTATED LEASE WITH PACIFIC STATES AVIATION, INC.

RECOMMENDATION(S):

APPROVE and **AUTHORIZE** the Director of Airports, or designee, to **EXECUTE**, on behalf of the County, a lease amendment between the County, as lessor, and Pacific States Aviation, Inc., as tenant. Pacheco Area (District IV).

FISCAL IMPACT:

There is no negative impact on the General Fund. The proposed amendment will increase the size of the premises, which will increase monthly rent paid to the Airport Enterprise Fund by \$4,932. The proposed amendment will also increase the property, sales and possessory interest tax revenues paid to the General Fund under this lease.

BACKGROUND:

The existing lease between the County and Pacific States Aviation, Inc. (PSA) dates back to February 28, 2006. The address of the currently leased premises is 51 John Glenn

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/19/2017** 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: December 19, 2017

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)

Drive, which is located at Buchanan Field Airport (Site 1). Site 1 consists of approximately 5.9 acres. Under the lease, PSA provides a full-service fixed-base operation at the site.

Under the proposed amendment, the leased premises will be expanded to include approximately 3.58 acres of additional space located at Buchanan Field at 101 John Glenn Drive (Site 2). Site 2, which is adjacent to Site 1, has an approximately 50-year old building with three hangar bays and office space. PSA currently rents the majority of the office space at Site 2 for its flight training academy. The rest of the office space and one of the hangars are rented by the County to five different tenants under license agreements. Two of the three hangar bays (one with adjoining office space) are vacant.

The County has owned and managed Site 2 since October 2014, when the former tenant's lease ended. In June 2017, PSA wrote to the County asking that the County consider a long-term lease of Site 2 to PSA. In response, Airport staff conducted a competitive solicitation process for the long-term use of Site 2 and received two complete proposals. On October 24, 2017, the Board authorized staff to negotiate a lease with the one of the two parties that submitted a proposal in priority ranked order. PSA was the top-ranked party in the solicitation process.

This lease amendment will provide PSA with additional office, hangar, and ramp space. The added space will enable Pacific States Aviation, Inc. to expand its flight school, other general aviation, and aviation-related services. All services provided are consistent with the Airport Master Plan for Buchanan Field Airport.

The existing license agreements between the County and the other tenants of Site 2 will be terminated. It is anticipated that those tenants will remain at their current locations, under sublease agreements with PSA.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in approving the lease amendment will preclude the expansion of general aviation aircraft facilities and services plus it will negatively impact the Airport Enterprise Fund and County General Fund.

ATTACHMENTS

Amendment

Outline

Date: November 29, 2017

Time: TBD

- **Introduction**
 - Airport Staff and TSA
 - Review the purpose of the meeting
 - Voluntary collaboration to enhance security
- **General (Interview)**
 - Airport Activities
 - Facilities and aircraft
 - Boundaries and pertinent features
 - Tenants
 - Administrative Staff Roles
- **Documentation (If available)**
 - Receive copies or review any current and available documents
 - Security and emergency plans
 - Notification List
 - Bomb Threat checklist
 - Training Material
 - Risk or Vulnerability Assessments
- **Current Measures (Interview)**
 - Individual measures
 - Aircraft Security
 - Infrastructure and facility Security
 - Training
 - Reporting procedures
 - Communications
- **Lunch**
- **Site Observations**
 - Aircraft Security
 - Infrastructure
 - Locks
 - Perimeter Security
 - Access Points
 - Gates
 - Vehicle
 - Pedestrian
 - Fencing
 - CCTV
 - Lighting
 - Identification systems

CONTRA COSTA COUNTY
Public Works Department-Airports Division

DATE: November 21, 2017

TO: Keith Freitas,
Director of Airports

FROM: Beth Lee,
Assistant Director of Airports

SUBJECT: Airports Division 2018 Priority Projects

The next crucial component in the County's economic retention and development program is to implement the top priority projects from the comprehensive multi-year economic development and strategic planning process. This memorandum provides a list of the 2018 Airports Division priority projects with a brief description.

1. Rates & Charges for Both Airports. Compare the County's current rates and charges ("Rates") to our regional competitors. Develop a new Rates schedule that is more competitive to best retain existing and attract new tenants (estimated annual cost \$75,000). Vet the new Rates schedule through the stakeholder/public process before forwarding to the Board of Supervisors for review and approval. Please note that this process will require revisions to, and new execution of, the County hangar and tie-down agreements in order to implement any changes.
2. Terminal Building at Buchanan Field. Development of an 8,000 to 10,000 square foot multi-use general aviation terminal building at Buchanan Field Airport to create "a sense of place" (estimated cost \$7,000,000). The terminal would house the Airports Division, providing necessary room for growth and make us more publicly accessible on John Glenn Drive. Space will be available for commercial and quasi-commercial air service providers, additional aviation business tenants, and for general public use.
3. New Air Traffic Control Tower at Buchanan Field. Proactively seek congressional support for a new air traffic control tower (ATCT) at Buchanan Field (estimated cost \$8,000,000). The existing ATCT is over 60 years old and it has exceeded its useful building life.
4. Completion of the General Plan Amendment & Update of Airport Land Use Compatibility Plan at Byron Airport. Completion of the General Plan Amendment process necessary to implement the Airport Master Plan (\$250,000 reserved). Through recent conversations with Caltrans staff, the County must now also amend the Airport Land Use Compatibility Plan to be consistent with State policies. Staff will be requesting additional Mariposa Community Benefit funds to cover the added project cost (approximately \$50,000).
5. Hangar/Office Space at Byron Airport. Development of a hangar with office space at Byron Airport to attract an aviation business and to increase available services to our tenants. Staff will be requesting Mariposa Community Benefit funds for this project (approximately \$500,000).

Airport Capital Improvement Program - FISCAL YEARS 2018-2028

Buchanan Field Airport, Concord, CA - (NIPIAS #06-0050)

Project Description	Federal Funds	State Funds	Local Funds		Total \$	Environmental Impact Reg	Funds To Be Obligated	Completion Date
			PFC	Other				
Design new ARFF equipment storage bay, office space, locker rooms and training room.	\$237,500	\$5,938	na	\$6,563	\$250,000	Yes	5/1/2018	5/1/2021
Construction of asphalt pavement and PCC overlay/reconstruction for Rwy 14L/32R (4600' x 150'). Include items identified by the Runway Safety MITRE Study (2004) and the FAR Part 139 Certification Inspection (2012), which includes inground edge lighting and pavement reconfiguration.	\$3,990,000	\$99,750	na	\$110,250	\$4,200,000	Yes	5/1/2019	12/31/2020
Construct new ARFF equipment storage bay, office space, locker rooms and training room	\$2,850,000	\$71,250	na	\$78,750	\$3,000,000	Yes	5/1/2020	5/1/2022
Design, engineering and environmental analysis of bid package for reconstruction and overlay of Taxiway Golf and Runway 01L run-up area (6,600 sq/yd)	\$190,000	\$4,750	na	\$5,250	\$200,000	Yes	5/1/2020	5/1/2021
Asphalt pavement overlay and reconstruction of Taxiway Golf and Runway 01L run-up area (6,600 sq/yd).	\$1,140,000	\$28,500	na	\$31,500	\$1,200,000	Yes	5/1/2021	12/31/2022
Design, engineering and environmental analysis of bid package for reconstruction and overlay of Main Ramp (11,700 sq/yd)	\$285,000	\$7,125	na	\$7,875	\$300,000	Yes	5/1/2022	5/1/2023
Asphalt pavement overlay and reconstruction of Main Ramp area (11,700 sq/yd).	\$1,140,000	\$28,500	na	\$31,500	\$1,200,000	Yes	5/1/2023	12/31/2024
Complete second phase of perimeter fencing, access control, CCTV security upgrades.	\$1,472,500	\$36,813	na	\$40,688	\$1,550,000	Yes	5/1/2024	12/31/2025
Pavement surface treatment and pavement marking removal/replacement for Runways 14R/32L (2799' x 75') and 01R/19L (2770' x 75')	\$522,500	\$13,063	na	\$14,438	\$550,000	Yes	5/1/2025	12/31/2026

Airport Capital Improvement Program - FISCAL YEARS 2018-2028

Buchanan Field Airport, Concord, CA - (NIPIAS #06-0050)

Project Description	Federal Funds	State Funds	Local Funds		Total \$	Environmental Impact Reg	Funds To Be Obligated	Completion Date
			PFC	Other				
Design, engineering and environmental analysis of bid package for reconstruction and overlay of Taxiway Juliet (23,218 sq/yd)	\$498,750	\$12,469	na	\$13,781	\$525,000	Yes	5/1/2026	5/1/2027
Asphalt pavement overlay and reconstruction of Taxiway Juliet and Runway 32R run-up area (23,218 sq/yd).	\$2,090,000	\$52,250	na	\$57,750	\$2,200,000	Yes	5/1/2027	12/31/2028
Design, engineering and environmental analysis of bid package for reconstruction and overlay of Taxiway Alpha, Runway 19L and Runway 19R run-up areas (29,197 sq/yd)	\$688,750	\$17,219	na	\$19,031	\$725,000	Yes	5/1/2028	5/1/2029
Airfield electrical system assessment to include runway and taxiway lighting, signage and regulators.	\$332,500	\$8,313	na	\$9,188	\$350,000	No	5/1/2028	5/1/2029
Asphalt pavement overlay and reconstruction of Taxiway Alpha, Runway 19L run-up area, and Runway 19R run-up area (29,127 sq/yd).	\$2,850,000	\$71,250	na	\$78,750	\$3,000,000	Yes	5/1/2029	12/31/2030
Environmental, engineering, design, testing, purchase and installation of new taxiway edge lighting and airfield signs. Include magnetic runway heading evaluation. Replace all airfield electrical systems, i.e. wiring, regulators, etc.	\$2,375,000	\$59,375	na	\$65,625	\$2,500,000	Yes	5/1/2030	12/31/2031
Update FAR Part 150 - Noise Exposure Map.	\$460,750	\$11,519	na	\$12,731	\$485,000	No	5/1/2031	12/31/2032
Noise monitoring and flight track system	\$1,282,500	\$32,063	na	\$35,438	\$1,350,000	No	5/1/2032	12/31/2033
Refurbish 1500 gallon ARFF Vehicle	\$432,250	\$10,806	na	\$11,944	\$455,000	No	5/1/2033	12/31/2034

Airport Capital Improvement Program - FISCAL YEARS 2018-2028

Byron Airport, Byron CA - (NIPIAS # 06-0008)
 NIPIAS # 06-0008

Project Description	Federal Funds	State Funds	Local Funds		Total \$	Environmental Impact Req	Funds To Be Obligated	Completion Date
			PFC	Other				
Design, engineering, environmental, wildlife hazard assessment and installation of perimeter fencing upgrades (includes approx 11,000 lf of fencing, 13 vehicle and ped gates)	\$1,128,125	\$28,203	na	\$31,172	\$1,187,500	Yes	5/1/2022	12/31/2023
Design, engineering, and environmental analysis of taxiway edge lighting for entire airfield (approximately 18,000 lf)	\$332,500	\$8,313	na	\$9,188	\$350,000	Yes	5/1/2023	12/31/2024
Conceptual 25% design, engineering, environmental review and construction for proposed 1500' x 100' Runway 12/30 extension	\$332,500	\$8,313	na	\$9,188	\$350,000	Yes	5/1/2023	9/1/2024
Full Design, Engineering and Bid Specifications/Drawings for construction of 1500 foot Runway 12/30 extension. Also address Caltrans ponding concerns	\$380,000	\$9,500	na	\$10,500	\$400,000	Yes	5/1/2024	12/31/2025
Full Design, Engineering and Bid Specifications/Drawings for construction of 1500 foot Runway 12/30 extension. Also address Caltrans ponding concerns	\$3,990,000	\$99,750	na	\$110,250	\$4,200,000	Yes	5/1/2025	12/31/2026
Install Taxiway Alpha, Bravo and Charlie edge lighting and associated airfield electrical upgrades.	\$1,425,000	\$35,625	na	\$39,375	\$1,500,000	Yes	5/1/2026	12/31/2027
Purchase land within Rwy 5/23 Safety Area (80 acres southeast portion of Airport)	\$1,330,000	\$66,500	na	\$3,500	\$1,400,000	Yes	5/1/2027	12/31/2028
Airport Master Plan update with narrative study	\$475,000	\$11,875	na	\$13,125	\$500,000	Yes	5/1/2028	12/31/2029

Airport Enterprise Fund Pro Forma Income Statement
Fiscal Year 2016-17

	2015-16 (Budgeted)	2015-16 Actual Year to Date	YTD @117%
Enterprise Fund O & M Budget			
Buchanan O & M Revenues	\$3,797,774	\$4,420,217	116%
Byron O & M Revenues	\$578,351	\$821,033	142%
Total O & M Revenues Enterprise Fund	\$4,376,125	\$5,241,250	120%
Buchanan O & M Expenditures	\$3,212,402	\$2,913,538	91%
Buchanan Capital Expenses (Non AIP)	\$0	0	0%
Byron O & M Expenditures	\$935,323	\$1,020,068	109%
Byron Capital Expenses (Non AIP)	\$0	\$0	0%
Total O & M Expenditures Enterprise Fund	\$4,147,725	\$3,933,606	95%
Enterprise Fund O & M Revenues	\$4,376,125	\$5,241,250	120%
Enterprise Fund O & M Expenditures	\$4,147,725	\$3,933,606	95%
	\$228,400	\$1,307,644	
Enterprise Fund CIP Recap			
Buchanan Field:			
Project Name: AIP 22 CCR Runway 14L/32R Pave. Maint. (Develop/Plan Phase)*			
Original Total Estimated Project Cost	\$400,000		
Project Costs To Date	\$140,423		
Remaining Project Costs	\$259,577		
	Prior Periods	Current Period	Total
Expenditures:			
Grant Covered Expenditures	\$91,603	\$39,894	\$131,497
Grant Eligible but not covered*		\$575	\$575
Grant Non-Reimbursable Expenditures	\$6,018	\$2,332	\$8,350
Total Expenditures			\$140,423
	Available Amount	Draw Down to Date	Remaining
Revenue Sources:			
FAA (Pending Grant Approval)	\$360,000	\$0	\$360,000
Caltrans (Pending Grant Approval)	\$9,000	\$0	\$9,000
Airport Enterprise Fund	\$31,000	\$140,423	(\$109,423)
Other			\$0
Total	\$400,000		\$259,577
*Grant not yet awarded			

Airport Enterprise Fund Pro Forma Income Statement
Fiscal Year 2016-17

Project Name: AIP 21 CCR Taxiway E & K Pavement, Lighting & Signage Improve.			
Original Total Estimated Project Cost	\$1,770,228		
Project Costs To Date	\$1,787,017		
Project Costs Overage to Date	(\$16,789)		
	Prior Periods	Current Period	Total
Expenditures:			
Grant Covered Expenditures	\$1,431,617	\$188,232	\$1,619,849
Grant Eligible but not covered*	\$47,080	\$87	\$47,167
Grant Non-Reimbursable Expenditures	\$108,941	\$11,060	\$120,001
Total Expenditures			<u>\$1,787,017</u>
	Available Amount	Draw Down to Date	Remaining
Revenue Sources:			
FAA	\$1,593,205	\$1,363,445	\$229,760
Caltrans	\$79,660	\$52,938	\$26,722
Airport Enterprise Fund	\$97,363	\$167,168	(\$69,805)
Other			\$0
Total	<u>\$1,770,228</u>		<u>\$186,677</u>
Investment details:			
	Amount		
Airport Reserve Fund	\$485,000		
Mariposa	\$708,000		