

Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord, CA 94520
Thursday, May 10, 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 April 12, 2018, Meeting Minutes and Revised March 8, 2018 Meeting Minutes**
- 4. Consider Consent Items**
 - a. Approval of Airport Noise Report & Statistics Report (March 2018)
 - b. Approval of Relevant Board Actions that Occurred from April 10 – April 24, 2018
- 5. Discussion/Action Items**
 - a. Discuss Items Pulled from Consent
 - b. Recap of the 10TH Annual Tenant Appreciation BBQ on Thursday, May 3, 2018 from 11:30AM – 2PM
 - c. Review and Discuss Holding the Aircraft Owners and Pilots Association (AOPA) Regional Fly-In Event at Buchanan Field in 2020 or 2021
 - d. Discuss the Update Regarding the Byron Airport Public Viewing Plaza Location
 - e. Discuss the Update Regarding the 4.6 Acre Parcel Solicitation and Select an AAC Member for the Selection Committee
 - f. Discuss the Update Regarding Byron Maintenance Hangar Solicitation
 - g. Discussion and Action on the AAC's Proactive Outreach to Appointing Bodies
 - h. Discuss the Airport Layout Plan Update for CCR with Runway Extension Analysis
- 6. Future Agenda Items**
- 7. Adjourn**

Next AAC Meeting (Tentative): June 14, 2018 at 10:00 am
Next Airport Committee Meeting: June 13, 2018 at 11:00 am

AVIATION ADVISORY COMMITTEE

ATTENDANCE ROSTER FOR 2018

AAC Members	Representing	Contact Information	Jan 11	Feb 08	Mar 08	Apr 12	May 10	Jun 14	Jul 12	Aug 09	Sep 13	Oct 11	Nov 08	Dec 13	Total # Abs
Dale Roberts	District 1	datenkale@netscape.net	Y	Y	ABS	Y									1
Mike Bruno	Airports Bus. Assoc.	michael@sterlingav.com	Y	ABS	ABS	Y									2
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y	Y	Y	Y									
Ronald Reagan	District 3	ron@rmsea.com	Y	Y	Y	Y									
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	Y	Y	Y	ABS									1
Russell Roe	District 5	russroe@pacbell.net	Y	Y	Y	Y									
Keith McMahon	City of Concord	keithcmcmahon@gmail.com	Y	ABS	Y	ABS									2
Roger Bass	District 2	twofivexray@yahoo.com	ABS	Y	Y	Y									1
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	ABS	ABS	Y									2
Tom Weber	District 4	Tr-weber@sbcglobal.net	Y	Y	Y	Y									
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y	Y	Y	Y									

Was There a Quorum? Y or N

ABS = Absent

Y = Present

N = No

Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
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TERM EXPIRATION AND TRAINING CERTIFICATION

AAC Members	Representing	Term Expiration Date	Brown Act/Ethics Training Completion Date(s)
Dale Roberts	District 1	6/13/20	8/6/17 & 9/13/17
Mike Bruno	Airports Bus. Assoc.	3/1/19	
Eric Meinbress	Member at Large	10/17/20	1/7/18
Ronald Reagan	District 3	3/1/21	4/12/16
Derek Mims	City of Pleasant Hill	3/1/18	1/12/17
Russell Roe	District 5	5/1/20	1/15/18
Keith McMahon	City of Concord	3/1/19	3/4/18
Roger Bass	District 2	3/1/21	4/8/16
Maurice Gunderson	Member at Large	3/1/21	4/5/16 & 4/6/16
Tom Weber	District 4	3/1/20	4/1/16 &
Emily Barnett	Member at Large	3/1/19	3/10/17

Noise Abatement Statistics

March 2018

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2018	2018	2017	2018	2017	
TOTAL NUMBER OF COMPLAINTS	13	18	15	47	45	4%
LOCATION OF COMPLAINTS						
Concord	3	6	3	26	8	225%
Pleasant Hill	3	3	4	8	14	-43%
Pacheco	0	0	0	0	2	-100%
Martinez	0	0	3	0	9	-100%
Byron	0	0	0	0	0	0%
Other	5	5	4	9	11	-18%
Subtotal	11	14	14	43	44	-2%
Special Events	2	4	1	4	1	300%
Total Number of Complaints	13	18	15	47	45	4%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		10	9	32	31	
Byron Airport		0	0	0	0	
Law Enforcement/Lifeguard Lights		0	2	4	2	
Non-associated		8	4	11	12	
TIME OF INCIDENT						
Day (0700 - 1700)		11	12	31	34	
Evening (1700 - 2200)		6	2	10	7	
Night (2200 - 0700)		1	1	5	2	
All Times		0	0	1	2	
TYPE OF COMPLAINT						
Noise		4	6	20	27	
Low Flying		3	3	6	4	
Noise and Low Flying		10	6	19	12	
Too Many Aircraft		0	0	0	2	
Other		1	0	2	0	
TYPE OF AIRCRAFT						
Jet		6	2	13	6	
Propeller		6	5	14	17	
Helicopter		5	4	9	12	
All Types		0	1	6	2	
Unknown		1	3	5	8	
TOTAL AIRCRAFT OPERATIONS						
		8,982	10,811	26,933	26,018	4%
COMPLAINTS PER 10,000 OPERATIONS						
		20	14	17	17	0%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY						
		11	8	12	12	0%

January

- (1)- Other- Low flying jet - Antioch
- (1)- Non-Assoc. Jet noise - Bay Point

Year to Date

- (3) Concord Households with 19 complaints

February

- 2- Non-Assoc-Unknown Activity - Antioch

March

- 1- Non-Assoc.-Jets-Walnut Creek
- 1- Non-Assoc.-Prop Noise-Concord
- 1- Non-Assoc.-Unknown-Antioch
- 1- Non-Assoc.-PGE helicopter-Pittsburg
- 4-Special Event-National Guard- Byron

Contra Costa County Airports Monthly Operations Report

March 2018

	March 2018	March 2017	YTD 2018	YTD 2017	% CHANGE 2017/2018
AIRCRAFT OPERATIONS					
Total Operations	9,178	10,811	27,129	26,018	4%
Local Operations	5,077	5,987	15,105	14,749	2%
Itinerant Operations	2,956	3,705	8,666	8,299	4%
Total Instrument Ops	949	899	2,860	2,444	17%
FUEL FLOWAGE					
100 Octane	18,117	26,276	52,978	58,366	-9%
Jet Fuel	117,689	110,981	313,560	278,694	13%
Total	135,806	137,257	366,538	337,060	9%
BYRON INFORMATION					
Byron Fuel	7,753	11,657	23,721	25,428	-7%
SKYDIVERS*					
Number of Flights	n/a	69	56	141	-60%
Experienced Jumps	n/a	344	484	734	-34%
First Time Jumps	n/a	121	111	330	-66%
Student Jumps	n/a	12	16	36	-56%
Glider Operations^					
Tow Aircraft	154	0	492	0	n/a
Glider Aircraft	154	0	492	0	n/a

* Numbers through February 16, 2018, monthly skydiving no longer available.

^ Tracking began May 2017

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
April 12, 2018**

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

PRESENT: **Emily Barnett**, Member At-Large
Roger Bass, District II
Mike Bruno, **Vice Chair**, Airport Business Association
Maurice Gunderson, Member At-Large
Eric Meinbress, Member At-Large
Ronald Reagan, **Chair**, District III
Dale Roberts, District I
Russell Roe, District V
Tom Weber, District IV

ABSENT: **Derek Mims**, City of Pleasant Hill
Keith McMahon, City of Concord

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

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

**PUBLIC COMMENT
PERIOD:** There was no public comment.

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

**APPROVAL OF
CONSENT ITEMS:**

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

PRESENTATIONS:

a. Presentation Regarding Buchanan Field and Byron Airports and the Economic Impact it has on Contra Costa County.

Keith Freitas gave a presentation on the regional economic impact on Buchanan Field and Byron Airports (Airports). The Airports are separated under an Airport Enterprise Fund as required by the Federal Aviation Administration (FAA). This enterprise fund operates without the use of the County's General Fund and revenues are derived from a diverse mix of aviation and non-aviation rents and concessions. The County and other affected taxing entities also receive revenue from airport businesses and tenants from possessory interest tax, sales, transient occupancy and business license fees. For example, in 2016, the recently completed Economic Impact Report (EIR), generated over \$2.7 back to the County General Fund and over \$1.2 to the schools. The regional impact of the airports was the creation of 828 jobs, \$10.5 million in economic output.

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

The March 8, 2018 minutes were pulled. It was mentioned there was lack of information regarding agenda item 6.d – the Byron General Plan Amendment (GPA). The March 8, 2018 minutes will be amended per the request of the AAC member and up for approval at the next AAC meeting tentatively scheduled for May 10, 2018.

b. Discuss the Upcoming 10th Annual Tenant Appreciation BBQ on Thursday, May 3, 2018

Keith Freitas discussed the 10th Annual Tenant Appreciation BBQ that will take place on May 3, 2018 from 11:30 AM until 2 PM. He also reminded the Committee in hopes to get the word out to RSVP if they have not already.

c. Discuss the Update from the March Airport Committee Meeting

Two items were discussed at the March 14, 2018 Airport Committee meeting: 1) rates and charges; and 2) AAC bylaws. The Board of Supervisors (Board) were supportive of the proposed rates and charges changes. The next step will be to take the proposed rates and charges to the Board for approval with the implementation to be effective on January 1, 2019. Along with the rates and charges, Airport Staff is also working with County Counsel on revising the current hangar rental agreements to be

consistent with the proposed rates and charges, which Keith Freitas explains will be the lengthy part of the process.

The Airport Committee also discussed the changes to the AAC's current bylaws: 1) increase in number of AAC members from eleven to thirteen; 2) two neighbor seats, one which will represent the Town of Pacheco and one which will represent the general communities surrounding Byron Airport (Brentwood, Byron, Knightsen, Discovery Bay, knightsen, or Discovery Bay); 3) refer AAC At-Large and Neighbor seat recruitments to the Airport Committee; and 4) reflect the County's requirements to complete the Ralph M. Brown Act, the County's Better Government Ordinance, and Ethics Orientation trainings within 90 days of appointment/reappointment. The next step will be to take the proposed changes to the Board for approval within the next 30 days.

d. Conduct the AAC Elections for the Chairman, Vice-Chairman, and Secretary

Ronald Reagan nominated Maurice Gunderson for Chairperson, Tom Weber as Vice-Chairperson, and Emily Barnett as Secretary on the AAC. No further nominations were made.

A motion was made to elect Maurice Gunderson as Chairman.

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

A motion was made to elect Tom weber as Vice-Chairperson

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

A motion was made to elect Emily Barnett as Secretary.

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

e. Discuss the Update Regarding the Byron Airport Public Viewing Plaza Location

Tom Weber met with Rich Spatz and Randy Howell to look at potential locations for a public viewing plaza at the Byron Airport. The AAC discussed three possible locations: Patriots Jet Team, Bay Area Skydiving, or the Administration Terminal building. These three areas were chosen because they have the highest activity. It was mentioned that while the three areas referenced above have the highest activity, they lack proper parking and access required for the proposed Byron observation plaza project.

The AAC expressed concerns on the following issues: 1) location; 2) funding; and 3) communities of the area. It was suggested that a working group be formed to discuss the proposed project further until the next meeting in May. A formalized vote will be made once the AAC follows-up with the working group. Airport Staff will continue to provide updates as the proposed project progresses.

f. **Discuss the Update Regarding the 3 Acre Buchanan Field Business Park Development**

On Tuesday, April 10, 2018, the Board approved to lease with Montecito to develop a business park on the northeast corner of Marsh and Sally Ride Drive. Montecito will next start the building process. Montecito is looking to break ground within seven to eight months.

g. **Discuss the Update Regarding the 4.6 Acre Parcel Solicitation and Select an AAC Member for the Selection Committee**

The prior selected master developer was unable to perform. Airport staff proactively solicited for new development interest in the parcel. The solicitation closes on Friday, April 13, 2018 at 4 PM. Airport staff currently has six interested parties and are hoping to receive at least one more letter of interest. After the deadline, stage two [Request for Proposals (RFP)] will begin and a selection committee will commence to evaluate those proposals. Staff requested a volunteer from the AAC to be on the selection committee – Russell Roe volunteered. The tentative RFP review date is June 13, 2018.

A motion was made to approve Russell Roe:

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

h. **Discuss the Update Regarding Byron Maintenance Hangar Solicitation and Select an AAC Member for the Selection Committee**

This hangar is located next to the Administration Terminal building at Byron Airport. There are currently two interested parties that are in the process of finalizing their response to the RFP. The submission deadline is Thursday, April 26, 2018 at 4 PM. Assuming staff receives more than one proposal back, staff requested another volunteer from the AAC to be on the selection committee – Roger Bass volunteered to be on the committee.

A motion was made to approve Roger bass:

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

i. **Discuss the Update Regarding the 36 Acres of Vacant Airport-Owned Land Solicitation at Byron**

The competitive solicitation for letters of interest (LOI) closed Monday, April 2, 2018. No additional letters of interest were received and staff will be forwarding a request to negotiate with the one party to the Board and move forward with the one interested party on April 24, 2018. Staff plans to start the lease, but the process cannot be completed until the environmental and related GPA processes are complete. Staff will continue to provide updates as the proposed project moves forward.

j. **Discuss the Project to Reskin and Install New Doors to the East Ramp F-Row**

The proposed estimated cost to reskin one row of hangars on the East ramp Staff is between \$500,000 - \$800,000 depending on whether gutter and/or a new roof are included. Staff is completing the construction bid package. Depending on completion timing, the project may proceed in later 2018 or spring 2019. Staff will continue to provide updates as the proposed project moves forward.

k. **Review and Discuss the next steps for the Reconstruction & Overlay Project on Runway 14L/32R**

There are no changes regarding the reconstruction and overlay project at this time. A Modification of Standards (MoS) was submitted to the FAA back August 2017 to allow for the Cold In-Place Recycling. The process is the most environmental and financially beneficial method. Staff will keep the AAC informed of any changes.

FUTURE AGENDA ITEMS/COMMENTS

- Public viewing area at Byron Airport

ADJOURNMENT: The meeting was adjourned by the Chair at 11:30 AM.

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
March 8, 2018**

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

PRESENT: **Emily Barnett**, Member At-Large
Roger Bass, District II
Keith McMahon, City of Concord
Eric Meinbress, Member At-Large
Derek Mims, City of Pleasant Hill
Ronald Reagan, Chair, District III
Russell Roe, District V
Tom Weber, District IV

ABSENT: **Mike Bruno, Vice Chair**, Airport Business Association
Maurice Gunderson, Secretary, Member At-Large
Dale Roberts, District I

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

**OPENING COMMENTS
BY CHAIR:**

Ronald Reagan welcomed the attendees.

PUBLIC COMMENT

Rich Spatz asked for an update on the Byron observation plaza. The AAC will schedule this to be on the agenda for April.

Keith Freitas announced the new owner of Bay Area Skydiving, Shaun Fenner. The lease assignment was executed earlier this month.

The Collings foundation will be at Buchanan Field June 7-10th.

**APPROVAL OF
MINUTES:**

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

**APPROVAL OF
CONSENT ITEMS:**

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

PRESENTATIONS

A. Presentation on Aviation Markets – Historical and Future Projections

Keith Freitas presented historical and future projections for various aviation markets. While general aviation future projections show a flat, slow decline, corporate aviation are projected to have major growth. In 2016, Buchanan Field had approximately 122,000 operations (an operation is either one landing or one take off).

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

The noise report was pulled from the consent items. There was discussion on the amount of noise calls received in central Contra Costa County (five noise calls were made in Concord and three in Pleasant Hill). Even though the amount of noise calls has declined, the AAC continues to encourage pilots to be friendly neighbors to the surrounding communities of Buchanan Field and Byron Airports. The AAC took a moment to invite anyone to make comments regarding the noise report but there was no comment.

b. Discuss and Approve Changes to AAC ByLaws to Include: 1) Adding Two Airport Neighbor seats to Represent the General Communities Around Buchanan Field and Byron Airport, 2) Changing the Selection Process for At-Large positions, and 3) Include Training Requirements for All AAC Members

In January, the Airport Committee suggested adding more representation on the AAC. Changes to the ByLaws would include: 1) adding two seats on the AAC, one seat would represent the Town of Pacheco and the other seat would represent the general communities surrounding Byron Airport, 2) changing the At-Large selection process to be referred to the Airport Committee rather than the Internal Operations Committee, and 3) include mandatory training requirements for all newly appointed and reappointed AAC members to complete within a 90 day timeframe. The AAC discussed some of their concerns with the ByLaw changes. There was some concern regarding

keeping the positions filled in future appointments simply because in the past, certain seats on the AAC have remained vacant due to a number of factors. There was also some concern whether coverage from the Town of Pacheco was necessary. After discussions, the AAC made a motion to postpone the discussion until the next AAC meeting in April.

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

c. Review and Discuss the Airports' Proposed Rates and Charges

This is a continued discussion that originated from the Economic Development and Incentive Program (EDIP) and Strategic Plan. The proposed rates and charges draft that is included in the March 2018 AAC packet contains more detail such as the reduced hangar and tiedown rates and added financial incentives for tenants. This is a priority project in order to make both airports more regionally competitive.

d. Review and Discuss the Byron Airport General Plan Amendment (Will Nelson, Department of Conservation and Development)

Will Nelson with the Department of Conservation and Development (DCD) gave an update on the Byron General Plan Amendment. Since September 2017, Airport staff has been working with Caltrans regarding the airport classification (rural versus suburban) applied to Byron Airport. This classification impacts the intensity of the desired list of allowable aviation and aviation-related development which could negatively impact the long-term airport economic viability. Classifying Byron as a suburban airport would be more consistent with the Federal Aviation Administration's designation of it as a reliever airport and with the long-term build out as detailed in its Master Plan. However, Byron Airport is surrounded by land outside the Urban Limit Line, which gives the perception that the airport should be classified as rural. The Environmental Impact Report (EIR) will include analysis that covers either classification whereby suburban would be the highest development scenario. An update was received from the EIR consultant – a schedule that would have the environmental report finished in approximately 12 months (this does not include hearings before the planning commission on the Board). The next step after completion of the draft EIR will be the public review period, which will last from 45-60 days.

Russell Roe had some concern regarding the lengthy 5+ year GPA process that still has yet to be completed. He went on to explain that many developers have submitted applications to develop property on Byron Airport property, but until the GPA process is complete, those applications cannot get approved. It was suggested that the AAC bring this issue before the Board in order to move the process forward. Airports staff and DCD will continue to provide updates throughout this process.

e. Review and Discuss the Proposed Solar Energy Farm Near the Byron Airport

A solar farm has been proposed for the northwest side of the Byron Airport. To give some background on the project, the Board decided to join Marine Clean Energy recently. Ever since the vote passed, DCD has received many calls with requests to establish solar farms around areas within unincorporated Contra Costa County. Since the GPA does not allow it nor does the zoning, the applicants are told the projects cannot be allowed at this time. DCD is working on amending the GPA and zoning to allow it in certain areas. There are many layers to this project. Airports staff and DCD will continue to provide updates as the project progresses.

f. Review and Discuss the Airport Enterprise Fund for Fiscal Year 2017/18 50% Budget

The AAC reviewed the Airport Enterprise Fund Budget for fiscal year 2017/18 50% budget. Revenues continue to exceed expenditures.

g. Discussion Regarding the Proposed General Aviation Terminal Building

This is a continued discussion regarding the priority projects that were identified from the Airports' EDIP and Strategic Plan. One of the priority projects for Buchanan Field was to create a general aviation terminal building at Buchanan to allow for expansion of air service businesses, create a place to hold public meetings, and also to provide expansion and encourage other businesses to come to Buchanan. Airports staff is working on getting a final design and to move forward for funding from the Federal Aviation Administration (FAA) for the Aircraft Rescue and Firefighting (ARFF) component. Airports staff will continue to provide updates regarding the proposed project.

FUTURE AGENDA ITEMS/COMMENTS

- **AAC officer elections**
- **AAC ByLaws**
- **Byron Airport viewing plaza**

ADJOURNMENT: The meeting was adjourned by the Chair at 11:53 AM.

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

The following certified Board Orders are attached:

April 10, 2018

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with John Cicero for a Large T-hangar at Buchanan Field Airport effective April 1, 2018 in the monthly amount of \$548.33, Pacheco area (100% Airport Enterprise Fund).

April 10, 2018

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Archer Two Aviation, LLC. for a Shade hangar at Buchanan Field Airport effective March 23, 2018 in the monthly amount of \$177.07 (100% Airport Enterprise Fund).

April 10, 2018

A. **APPROVE** the Buchanan Feld Airport Business Park Project [Project No.WL0075, DP1603049] DCD-CP# 17-37 (100% Airport Enterprise Fund), and,

B. **FIND**, on the basis of the whole record, including the proposed Initial Study/Mitigated Negative Declaration and any comments received and staff responses thereto, that there is no substantial evidence the Project may have significant effect on the environment, and that the Mitigated Negative Declaration reflects the independent judgment and analysis of the lead agency, Contra Costa County (County).

C. **ADOPT** the Mitigated Negative Declaration and Mitigation and Monitoring Reporting Program for the Project in compliance with the California Environmental Quality Act (CEQA), pursuant to Article 6, Section 15070(a), (the custodian of which is the Department of Conservation and Development Director who is located at 30 Muir Road, Martinez, CA), and,

D. **DIRECT** the Director of Conservation and

Development to file a Notice of Determination with the County Clerk, and,

E. **AUTHORIZE** the Director of Airports, or designee, to arrange for payment of \$2,280.75 to the California Department of Fish and Wildlife fees and a \$50 fee to the County Clerk for filing the Notice of Determination,.

F. **APPROVE** and **AUTHORIZE** the Director of Airports, or designee, to execute a 50-year ground lease between the County, as lessor, and Montecito Commercial Group LLC, as tenant, for the lease of approximately 3.21 acres of land located on the northwest corner of Marsh Drive and Sally Ride Drive at the Buchanan Field Airport (the "Lease").

April 24, 2018

***AUTHORIZE** the Director of Airports, or designee, to negotiate a long-term ground lease and development terms between the County, as Landlord, and MS Commercial, Inc., as the developer, for approximately 36 acres of land on the northwest side of the Byron Airport (100% Airport Enterprise Fund).*



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: April 10, 2018

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 John Cicero for a Large T-hangar at Buchanan Field Airport effective April 1, 2018 in the monthly amount of \$548.33, Pacheco area. (District IV)

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$6,579.96 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

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

Action of Board On: **04/10/2018** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ABSENT: Diane Burgis, District III
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: April 10, 2018

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

By: June McHuen, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

30-year period.

On September 1, 2000, the County obtained ownership

BACKGROUND: (CONT'D)

of the aircraft hangars and shelters, pursuant to the terms of the above lease.

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

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

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

ATTACHMENTS

Hangar Rental Agmt - John Cicero



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: April 10, 2018

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 Archer Two Aviation, LLC. for a Shade hangar at Buchanan Field Airport effective March 23, 2018 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/shade hangars at Buchanan Field Airport. In 1977 Buchanan Airport Hangar Company amended their lease to allow for the construction of another 30-year lease

- | | |
|--|--|
| <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: **04/10/2018** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ABSENT: Diane Burgis, District III
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: April 10, 2018

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

By: June McHuen, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

with Contra Costa County for the construction of seventeen (17) additional hangars.
Buchanan Airport Hangar Company was

BACKGROUND: (CONT'D)

responsible for the maintenance and property management of the property during the lease period.

On September 1, 2000, the ninety-three (93) t- and shade hangars at Buchanan Field reverted to the County ownership pursuant to the terms of the above lease.

On November 14, 2006, the Contra Costa County Board of Supervisors approved the form of the T-Hangar and Shade Hangar Rental Agreement for use with renting the County's t-hangars, shade hangars, medium hangars, and executive hangars at Buchanan Field Airport.

On February 16, 2007, the additional seventeen (17) hangars at Buchanan Field reverted back to the County pursuant to the above referenced lease. This row included six (6) large hangars which were not covered by the approved T-Hangar and Shade Hangar Rental Agreement.

On February 23, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Rental Agreement for use with the large East Ramp Hangars.

On January 16, 2009, Contra Costa County Board of Supervisors approved an amendment to the T-Hangar and Shade Hangar Rental Agreement and the Large Hangar Rental Agreement (combined "Hangar Rental Agreements") which removed the Aircraft Physical Damage Insurance requirement. The Hangar Rental Agreements are the current forms in use for rental of all the County hangars at Buchanan Field Airport.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

ATTACHMENTS

Hangar Rental Agmt - Archer Two Aviation, LLC.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: April 10, 2018

Subject: Approve CCR Bus. Park Project & take related actions under CEQA; Authorize execute of 50-yr lease w/Montecito Comm. Group LLC approx. 3.2 acres at CCR

RECOMMENDATION(S):

A. APPROVE the Buchanan Feld Airport Business Park Project [Project No. WL0075, DP1603049] DCD-CP# 17-37 (District 4), and,

B. FIND, on the basis of the whole record, including the proposed Initial Study/Mitigated Negative Declaration and any comments received and staff responses thereto, that there is no substantial evidence the Project may have significant effect on the environment, and that the Mitigated Negative Declaration reflects the independent judgment and analysis of the lead agency, Contra Costa County (County).

C. ADOPT the Mitigated Negative Declaration and Mitigation and Monitoring Reporting Program for the Project in compliance with the California Environmental Quality Act (CEQA), pursuant to Article 6, Section 15070(a), (the custodian of which is the Department of Conservation and Development Director who is located at 30 Muir Road, Martinez, CA), and,

D. DIRECT the Director of Conservation and Development to file a Notice of Determination with the County Clerk, and,

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

Action of Board On: **04/10/2018** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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

ABSENT: Diane Burgis, District III 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: April 10, 2018

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

By: June McHuen, Deputy

Contact: Beth Lee, (925) 681-4200

cc:

RECOMMENDATION(S): (CONT'D)

E. AUTHORIZE the Director of Airports, or designee, to arrange for payment of \$2,280.75 to the California Department of Fish and Wildlife fees and a \$50 fee to the County Clerk for filing the Notice of Determination,

F. **APPROVE** and **AUTHORIZE** the Director of Airports, or designee, to execute a 50-year ground lease between the County, as lessor, and Montecito Commercial Group LLC, as tenant, for the lease of approximately 3.21 acres of land located on the northwest corner of Marsh Drive and Sally Ride Drive at the Buchanan Field Airport (the "Lease")

FISCAL IMPACT:

There is no negative impact on the General Fund. The Airport Enterprise Fund will receive lease and other revenues and the County General Fund will receive property, sales and possessory interest tax revenues from this development. Upon completion of the construction rent period (at \$1,000 per month), the ground rent will begin at \$4,247.08 per month (or \$50,964.96 per year) and increase annually by a CPI inflator. Every 10 years the lease will be revalued based on a market revaluation process.

BACKGROUND:

The site of the Buchanan Field industrial business park development consists of approximately 3.21 acres of land owned by the County that is located on the northeast corner of Marsh Drive and Sally Ride Drive on the west side of Buchanan Field Airport. The parcel is designated for non-aviation use on the Buchanan Field Master Plan. This parcel is located entirely within the unincorporated County.

On December 8, 2015, the Contra Costa County Public Works – Airports Division received a letter of interest from a private party to develop an industrial business park on the approximate 3.21-acre parcel.

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

On March 29, 2016, the Board of Supervisors authorized staff to negotiate a ground lease for this project. This action was consistent with the master developer selection process that was approved by the Board of Supervisors on May 23, 2006, whereby projects without a competitive interest are to proceed with the traditional environmental review and lease development processes.

County staff has negotiated lease and development terms with Montecito Commercial Group LLC and the project is ready to proceed to implementation. This development

project has been presented and discussed with the Aviation Advisory Committee and the Airport Committee during the environmental and lease process.

Development of this 3.21-acre vacant parcel for business park use would expand economic development activity at Buchanan Field Airport. The lease will provide significant revenue to the Airport Enterprise Fund and County General Fund. The lease is comparable to other executed leases and is consistent with the Airport Master Plan and County General Plan. This development will also facilitate the growth and development identified in the adopted Buchanan Field Airport Master Plan.

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.

A copy of the Lease signed by the Tenant is attached.

CONSEQUENCE OF NEGATIVE ACTION:

The County General Fund and the Airport Enterprise Fund would not realize the additional revenues. The County-owned land would remain vacant, which could negatively impact build out of the airport as detailed in the Master Plan.

ATTACHMENTS

- Montecito Lease Agreement
- Exhibit A - Legal Description
- Exhibit B - Site Plan
- Exhibit C - Mitigated Negative Declaration
- Exhibit D - Form of Rental Agreement
- Exhibit E - Form of Consent to Rental Agreement
- Exhibit F - Form of Performance Bond
- Comment Letters



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: April 24, 2018

Subject: CCCAirports-Authorization to Negotiate Ground Lease and Development Terms for Approx 36 Acres of County-Owned Land at Byron Airport (District III)

RECOMMENDATION(S):

AUTHORIZE the Director of Airports, or designee, to negotiate a long-term ground lease and development terms between the County, as Landlord, and MS Commercial, Inc., as the developer, for approximately 36 acres of land on the northwest side of the Byron Airport.

FISCAL IMPACT:

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

BACKGROUND:

The development site is approximately 36 acres of land owned by the County and located on the northwest side of Byron Airport. The parcel is designated for non-aviation use

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

Action of Board On: **04/24/2018** 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: April 24, 2018

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 the Byron Airport Master Plan.

On January 19, 2018, the Contra Costa County Public Works – Airports Division received a letter of interest from a private party to develop a commercial use on the approximately 36-acre parcel.

In accordance with prior discussions with the Federal Aviation Administration's (FAA) Airports District Office (ADO) regarding development at Buchanan Field or Byron Airport, the County notified existing commercial tenants at Buchanan Field and Byron to solicit other competitive interest in the property. The January 23, 2018, development solicitation letter provided a response deadline of April 2, 2018, for all competitive interests in the approximately 36-acre parcel to be submitted to the County Airport Office. The County did not receive any additional letters of interest to develop this property.

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

Development of this 36-acre vacant parcel for business park use would expand economic development activity at the Byron Airport and lead to increased revenues to the Airport Enterprise Fund. This development will also facilitate the growth and development as identified in the adopted Byron Airport Master Plan.

A business proposal must be consistent with the Airport Master Plan and General Plan for consideration. While the proposed use is consistent with the adopted Byron Airport Master Plan, it is not currently consistent with the General Plan. The Department of Conservation and Development is in process of amending the General Plan for the Byron Airport to allow for the broader range of uses that are identified in the adopted Byron Airport Master Plan, including this proposed business use. The General Plan Amendment is anticipated to be complete by February 2019. The Board of Supervisors could consider approval of a commercial use lease at the Byron Airport upon completion of the General Plan Amendment.

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

CONSEQUENCE OF NEGATIVE ACTION:

Delay in initiating the developer selection process will result in a delay of developing vacant land at Byron Airport and may negatively impact the Airport Enterprise Fund and County General Fund.