

Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord, CA 94520
Thursday, October 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 September 13, 2018 Meeting Minutes**
- 4. Consider Consent Items**
 - a. Approval of airport Noise & Statistics Report (August 2018)
 - b. Approval of relevant Board actions that occurred from September 11 - 25, 2018
- 5. Discussion/Action Items**
 - a. Discuss items pulled from consent
 - b. Review and discuss updates regarding the 4.6-acre development on the corner of Marsh Drive and Solano Way at Buchanan Field Airport
 - c. Review and discuss updates regarding the three-acre development on the northeast corner of Marsh Drive and Sally Ride Drive at Buchanan Field Airport
 - d. Review and discuss any updates for the Buchanan Field new Terminal building project
 - e. Review and discuss updates on the F-row hangar re-skinning and door replacement project that began on September 11, 2018
 - f. Review and Discuss updates regarding the Buchanan Field Airport hangar inspections
 - g. Review and discuss updates regarding the full-scale emergency response exercise taking place at the Buchanan Field Clubhouse ramp October 15-19, 2018
 - h. Review and discuss any updates regarding the Byron Airport public viewing plaza proposed project
 - i. Review and discuss airport policy regarding allowable conditions of aircrafts being stored at Buchanan Field and Byron Airports
 - j. Review and discuss the new (used) Aircraft Rescue Fire Fighting (ARFF) vehicle that was delivered to Byron Airport on Friday, September 14, 2018
 - k. Review and discuss the overview of the new closed-circuit TV security systems at Buchanan Field and Byron Airport
 - l. Review and discuss the fiscal year 2017/18 Airport Enterprise Fund budget (attachment)
 - m. Review and discuss the new Aviation Advisory Committee (AAC) meeting attendance system using Evite
 - n. Remind the AAC of the Rates & Charges Board resolution and set public hearing on October 16, 2018 at 9:30 a.m. at the Board Chambers located at 651 Pine Street in Martinez, room 107
 - o. Discuss and schedule a meeting date to be held at Byron Airport
- 6. Future Agenda Items**
- 7. Adjourn**

Next AAC Meeting: November 8, 2018 at 10:00 am
Next Airport Committee Meeting: October 31, 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	Y	Y	Y	Y	ABS				2
Mike Bruno	Airports Bus. Assoc.	michael@sterlingav.com	Y	ABS	ABS	Y	Y	ABS	Y	Y	Y				3
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y	Y	Y	Y	Y	ABS	Y	Y	Y				1
Ronald Reagan	District 3	ron@rmsea.com	Y	Y	Y	Y	ABS	ABS	Y	Y	ABS				3
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	Y	Y	Y	ABS	ABS	Y	Y	Y	Y				2
Russell Roe	District 5	russroe@pacbell.net	Y	Y	Y	Y	Y	Y	Y	Y	Y				0
Keith McMahon	City of Concord	keithcmahon@gmail.com	Y	ABS	Y	ABS	Y	ABS	ABS	ABS	ABS				6
Roger Bass	District 2	twofivexray@yahoo.com	ABS	Y	Y	Y	Y	Y	Y	Y	Y				1
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	ABS	ABS	Y	Y	Y	Y	Y	ABS				3
Tom Weber	District 4	Tr-weber@sbcglobal.net	Y	Y	Y	Y	Y	Y	Y	ABS	Y				1
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y	Y	Y	Y	Y	ABS	Y	ABS	Y				2
Donna Dietrich	Airport Neighbor - Pacheco	concordcascade_mgr@equitylifestyle.com	-----	-----	-----	-----	-----	-----	-----	Y	Y				0
Steven Starratt	Airport Neighbor - Byron	starratt@pacbell.net	-----	-----	-----	-----	-----	-----	-----	Y	Y				0
Was There a Quorum?	Y or N		Y	Y	Y	Y	Y	N	Y	Y	Y				

ABS = Absent, Y = Present, N = No

TERM EXPIRATION AND TRAINING CERTIFICATION

AAC Members	Representing	Term Expiration Date	Brown Act & Better Gov't Ordinance Video Completion Date	Ethics Orientation for County officials Completion Date
Dale Roberts	District 1	2/29/20	8/6/17	9/13/17
Mike Bruno	Airports Bus. Assoc.	2/28/19	6/10/18	6/10/18
Eric Meinbress	Member at Large	2/29/20	1/7/18	1/7/18
Ronald Reagan	District 3	2/28/21	4/12/16	4/12/16
Derek Mims	City of Pleasant Hill	2/28/21	1/12/17	1/12/17
Russell Roe	District 5	2/29/20	1/15/18	1/15/18
Keith McMahon	City of Concord	2/28/19	3/4/18	3/4/18
Roger Bass	District 2	2/28/21	5/9/18	6/25/18
Maurice Gunderson	Member at Large	2/28/21	4/5/16	4/6/16
Tom Weber	District 4	2/29/20	4/12/18	4/12/18
Emily Barnett	Member at Large	2/28/19	3/10/17	3/10/17
Donna Dietrich	Pacheco Neighbor	2/28/21		
Steven Starratt	Byron Neighbor	2/28/21		

DRAFT

CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
SEPTEMBER 13, 2018



MEETING CALLED: Vice Chair, Tom Weber called the meeting to order at 10:02 AM.

PRESENT: **Emily Barnett, Secretary, Member At-Large**
Tom Weber, Vice Chair, District IV
Roger Bass, District II
Mike Bruno, Airport Business Association
Donna Dietrich, Airport Neighbor –Pacheco
Steven Starratt, Airport Neighbor – Byron Airport
Derek Mims, City of Pleasant Hill
Russell Roe, District V
Eric Meinbress, Member At-Large

ABSENT: **Keith McMahon, City of Concord**
Dale Roberts, District I
Ronald Reagan, District III
Maurice Gunderson, Chair, Member At-Large

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

**OPENING
COMMENTS
BY CHAIR:**

Vice Chair Tom Weber welcomed the attendees.

**PUBLIC COMMENT
PERIOD:**

AAC Vice Chair made a public comment regarding the arrival of Buchanan Airport Hangar Owners Association tenant John Koehler from his notorious around the world memory flight that began on June 1, 2018. John Koehler flew solo around the world in his home-built experimental aircraft to raise funds for Alzheimer's research in memory of his mother. John Koehler arrived at Buchanan Field Airport (CCR) on August 31, 2018 at 3:30 a.m. after a 17 hour, non-stop flight from Hilo, HI. For more details on his journey visit <https://memoryflightrtw.weebly.com/>.

AAC Vice Chair also discussed re-evaluating the quorum count process as there has been difficulty reaching a quorum in recent months with the increase of members on the AAC.

**APPROVAL OF
8/9/18 MINUTES:**

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

**APPROVAL OF
CONSENT ITEMS:**

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

PRESENTATIONS:

- a. **Present the Contra Costa County Airports Recognition Award to Warren Large of Concord Jet at Buchanan Field**

Warren Large of Concord Jet was awarded the Contra Costa County Airports Recognition Award for his contributions and services provided at CCR. Warren Large thanked and informed the AAC of Concord Jet's goals to promote CCR.

DISCUSSION/ACTION ITEMS:

- a. **Discussion of items pulled from consent**

There were no items pulled from consent.

- b. **Review and discuss upgrading the ARFF vehicle at Byron Airport and receive support from the AAC**

Airport staff requested support from the AAC to spend up to \$400,000 to replace an Aircraft Rescue and Fire Fighting (ARFF) vehicle based at Byron Airport (C83). The ARFF unit is 30 years old and due for replacement. In fiscal year 16-17, the airport spent approximately \$13,000 in maintenance costs. Replacing the 30-year-old ARFF unit with a newer, reliable one could be a great marketing piece in promoting C83 and life-saving in the event of an emergency as the response time from the east county fire district could take up to 25 minutes. The ARFF unit would be fully funded by the Airport Enterprise Fund. Staff plans bring this item before the Board of Supervisors (Board) at the September 25th Board meeting.

A motion was made to support airport staff's recommendation to replace the 30-year-old ARFF unit at C83:

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

c. **Review and discuss the recent airport Common Traffic Advisory Frequency change at Nut Tree Airport**

Director of Airports, Keith Freitas, discussed the recent radio frequency change at Nut Tree Airport (VCB). Airport staff received an informal two-week notice that VCB will be on the same frequency as C83. C83 users and airport management are concerned the change could be a potential safety issue. Staff has contacted the Federal Aviation Administration and the Federal Communications Commission with their concerns and suggested a change be made.

d. **Review and Discuss airfield painting scheduled to take place from September 4 to October 1, 2018**

Operations will begin painting various parts of the CCR airfield on September 4th through October 1st. Operations personnel will be striping taxiway centerlines, lead off lines, surface painted hold position signs, and runway markings. While disruption to aviation users will be limited as much as possible, users might encounter unfamiliar taxi instructions due to wet paint areas or temporary closures. The runway painting may include a night closure (2200-0600) to complete the area that includes all four runways. Advance notice will be given to airport users if closures are required along with NOTAMs during any expected closure. For any questions, contact Operations at (844) 359-8687.

e. **Review and Discuss the full-scale airport emergency exercise scheduled to take place the week of October 15-19, 2018 at the Buchanan Field Clubhouse ramp**

A full-scale emergency exercise will take place at CCR the week of October 15-19, 2018. Every third year, busy commercial airports are required to conduct a full-scale exercise of the Airport Emergency Plan. While this requirement does not currently apply to CCR, the Airports Division has determined that it would be better to start conducting these exercises now, in order to be prepared should they be required in the future. The full-scale exercise will allow for improved aviation emergency response by ARFF, Contra Costa County Fire Protection District, and Sheriff personnel as well as by mutual aid units. Airport staff are working with the County Public Information Officer on notifying the surrounding communities.

f. **Review and discuss hangar inspections scheduled to take place from September 19 to October 10, 2018 at Buchanan Field**

Airport staff will begin conducting the quadrennial inspections of hangars at Buchanan Field Airport this fall, similar to the 2014 inspections. The objective of the hangar inspections is to ensure that hangar use is compliant with the with the Federal Aviation Administration (FAA) rules and regulations for grant assurances. In June of 2016, the FAA released its "Policy on the Non-Aeronautical Use of Airport Hangars" which states that the primary purpose of the hangars must be for aeronautical use. For any questions or requests of information, Judy Evans of airport staff is the lead on this project and can be reached by calling (925) 681-4200.

g. Review and discuss the Runway 14L/32R design and construction project update and FAA/Caltrans grant applications

Airport staff are still in the designing phase, currently waiting for a response from the FAA on the Modification of Standards request from airport staff to approve reconstructing Runway 14L/32R using the Cold In-Place Recycling (CIR) method. This method is considered the most efficient as it is cost effective, environmentally friendly, and has a quick turnaround time. Staff anticipate a response from the FAA within the next 30-60 days.

h. Review and discuss the Rates & Charges Board order scheduled to go before the Board of Supervisors on September 11, 2018

On September 11, 2018, airport staff received approval from the Board to fix a public hearing to consider adopting new rates and charges for CCR and C83 that would go into effect on January 1, 2019. The public hearing will be held on October 16, 2018 at 9:30 a.m., at 651 Pine Street, Martinez, CA 94553.

i. Review and discuss the F-row hangar re-skinning and door replacement project scheduled to begin on September 11, 2018

The F-row hangar project began on September 11, 2018 at CCR and is expected to last up to 70 working days. Staff have added security measures by adding surveillance cameras and increasing patrols. The entire F-row will be re-skinned and all doors will be replaced. Staff will continue to update tenants and the AAC as the project progresses.

j. Review and discuss the Board of Supervisors airport resolution recognizing Contra Costa County Airports for economic significance

On August 14, 2018, the Board adopted resolution 2018/462 recognizing the contributions of CCR and C83. The County airports operate as a business and are required by the FAA to be as self-sufficient as possible. In addition to being self-funded, airport operations benefit the entire County by contributing revenue to the County General Fund and to other public entities through possessory interest taxes, sales taxes, and other taxes. The Board's support will help the airports remain competitive in the regional market and have a positive effect on economic development.

k. Review and discuss adding a summary of updates section to future AAC agendas

The AAC discussed the idea of adding a summary of project updates to future agendas; however, staff reminded the AAC that under Brown Act requirements, agenda descriptions must be sufficient to provide the public with an understanding of the subject matter which will be considered. The AAC agreed to keep the format and content of future agendas the same and advised members to suggest agenda topics during meetings or by contacting an AAC officer.

l. Discuss the update regarding the Byron Airport public viewing plaza location

This item was moved to be discussed at the next AAC meeting on October 11, 2018.

m. Discuss scheduling a meeting date to be held at Byron Airport

The AAC typically holds an annual meeting at the Byron Airport. Members of the AAC discussed potential meeting dates and will fix a date at the next AAC meeting in October.

FUTURE AGENDA ITEMS/COMMENTS

- Discuss updates in the proposed new Terminal building at CCR
- Discuss updates on the C83 public viewing plaza
- Review and discuss concerns and regulations regarding disarrayed aircraft stored at the airports

ADJOURNMENT: The Chair adjourned the meeting at 11:02 AM.

DRAFT

FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
August 9, 2018**



MEETING CALLED: Chair, Maurice Gunderson called the meeting to order at 10:01 AM.

PRESENT:

Roger Bass, District II
Mike Bruno, Airport Business Association
Donna Dietrich, Airport Neighbor – Pacheco
Steven Starratt, Airport Neighbor – Byron Airport
Dale Roberts, District I
Maurice Gunderson, Chair, Member At-Large
Derek Mims, City of Pleasant Hill
Ronald Reagan, District III
Russell Roe, District V
Eric Meinbress, Member At-Large

ABSENT:

Emily Barnett, Secretary, Member At-Large
Keith McMahon, City of Concord
Tom Weber, Vice Chair, District IV

STAFF:

Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports – Administration
Russell Milburn, Assistant Director of Airports – Operations
Alina Zimmerman, Airport Administrative Assistant

**OPENING COMMENTS
BY CHAIR:**

Chair Maurice Gunderson welcomed the attendees.

**PUBLIC COMMENT
PERIOD:**

Keith Freitas made a public comment regarding notification of a radio frequency change on August 16, 2018 from Nut Tree Airport (VCB). There was concern from Mr. Freitas and multiple flying club members out of Byron Airport (C83) of the frequency change as it is the same frequency change as C83. No formal notice was given from VCB regarding the frequency change. Staff has contacted the Federal Aviation Administration (FAA) and Federal Communications Commission (FCC) about the issue and will continue to provide updates as they come.

Bob Thompson of Pacific States Aviation, Inc. made a public comment regarding a potentially beneficial program through Pacific Gas and Electric Company (PG&E) where PG&E will inspect and replace all lighting with LED lights and finance the project on your PG&E bill (On Bill Financing) at zero percent over three years. Mr. Thomson explained this

program is a great way to update your facility at zero cost. Please contact Mr. Thompson, if interested.

AAC Chair, Maurice Gunderson, who is also President of the Mount Diablo Pilots Association (MDPA), announced their annual MDPA Barbeque that will take place on August 25, 2018 at the Buchanan Field Airport (CCR) Clubhouse. Please visit mdpa.org for more details and to sign up.

Introduction of the New AAC Members: Donna Dietrich Representing the Community of Pacheco and Steven Starratt Representing the Communities of C83

The Chair introduced two new members on the AAC and asked for a brief introduction. Donna Dietrich manages a 328-unit, Concord Cascade mobile home park that is located directly across from the west side of CCR. Ms. Dietrich explained some of her interests including noise impact and becoming familiar with the daily operations and activities at CCR as it pertains to her work and residence.

Steven Starratt has lived in Discovery Bay since 1981 and has been involved in aviation since the mid-70s. He has a private pilot license with a single and multi-engine land instrument rating. He currently works in the insurance industry as a District Coordinator for northern California. Mr. Starratt has a UAS certificate and is interested in learning more of Unmanned Aircraft Systems (UAS a.k.a “drones”). Both members look forward to seeing growth at both airports.

APPROVAL OF REVISED 7/12/18 MINUTES:

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

APPROVAL OF CONSENT ITEMS:

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

DISCUSSION/ACTION ITEMS:

a. Discussion of Items Pulled from Consent

Ronald Reagan, representing District III on the AAC, requested to pull the Monthly Operations Report for June. There was concern regarding the significant drop in numbers for C83 fuel consumption and skydiving flights. C83 fuel dropped 41% due to various reasons including a fuel system upgrade to the 20-year-old fuel farm, which caused the fuel farm to go out of service for three to four weeks. Other factors included the northern California wild fires and a slight fuel price increase; however, C83 continues to be one of the lowest in the area.

The number of skydiving flights dropped from 488 to 56 primarily due to the change of ownership, but also lack of skydiving reports from the owner. Staff is working with the owner to fix the issue and expects the numbers to turnaround after one year.

b. Review and Discuss the Travis Air Force Base Mid-Air Collision Avoidance Fly-In Seminar to Take Place on Saturday, August 18, 2018

The AAC Chair announced Travis Air Force Base (TAFB) will be holding a safety seminar in mid-August to discuss collision avoidance in their airspace. Some of TAFB's concerns were that the wind farms southeast of the base interfere with the Air Traffic Control (ATC) radar. When the windmills are operating, controllers frequently receive false "hits" on their radar screens. Additionally, the windmills can mask legitimate radar returns. As of now the seminar is sold out. Please contact the TAFB for details.

c. Review and Discuss the "Around the World – Memory Flight" that Started on June 1, 2018 out of Buchanan Field, Performed by Buchanan Airport Hangar Owners Association Tenant John Koehler

The AAC discussed the around the world memory flight performed by John Koehler – tenant of the Buchanan Airport Hangar Owners Association at CCR. He is a private pilot with an instrument rating and built his Van's RV-9a aircraft at CCR. Mr. Koehler started his journey on June 1, 2018 and dedicated it his mother, May Koehler, who passed in 2013 from complications of Alzheimer's disease. In her memory, Mr. Koehler hopes to utilize the flight to conduct awareness and raise funds for Alzheimer's research through the Alzheimer's Association of American. To read the full story and follow his journey, please visit <https://memoryflightrtw.weebly.com/>.

d. Review and Discuss the Noise Management Program's Noise Abatement Procedures Program and Materials for Buchanan Field Airport

Airport staff discussed the noise program to inform and remind pilots and flight schools of the published noise abatement procedures. CCR is one of the few airports in the country that has a grandfathered noise ordinance allowed by the FAA before they established their own set of regulations. These procedures are voluntary; however, pilots are encouraged to follow the program in an effort to minimize the noise impact on the surrounding communities. Please note that pilots should proceed as directed by the ATC Tower. In addition, applicable regulations are always superseded by safety.

One of the biggest challenges staff face is disseminating this information to the public. It was suggested to contact the ATC Tower and ask of any common procedures when flying into an airport you are not familiar with. Staff will continue to research ways to educate the public of the airport noise program. For more information, please visit <http://www.contracosta.ca.gov/3804/Buchanan-Field-Noise-Program>.

e. **Review and Discuss Nominees for the Contra Costa County Airports Recognition Award**

The AAC reviewed two nominations and made a motion based upon the criteria that was established by the AAC on September 14, 2017.

A motion was made to select Warren Large of Concord Jet Center as the recipient of the Contra Costa County Airports Recognition Award. The award will be presented at the AAC's next meeting in September.

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

f. **Discuss the Update Regarding the Byron Airport Public Viewing Plaza Location**

Ronald Reagan, District III representative on the AAC, gave an update on the proposed C83 public viewing plaza location that was requested under public comment back on January 11, 2018. Mr. Reagan reached out to the Antioch Herald, Contra Costa Herald, Brentwood Press, and Byron school district to get public assistance on the proposed project. The general public did not have much input; however, of the elected officials that Mr. Reagan reached out to, many were positive and presented the AAC with alternate solutions. Keith Freitas suggested incorporating the Patriot Jet Team (PJT) as they are well-known amongst the communities and highly involved with surrounding schools. More research needs to be done. Updates will be given as they come.

FUTURE AGENDA ITEMS/COMMENTS

- Discuss the Nut Tree Airport frequency change
- Present the Contra Costa County Airports Recognition Award to Warren Large of Concord Jet Center
- Discuss the ideas of adding a summary of updates section to future AAC agendas

ADJOURNMENT: The Chair adjourned the meeting at 11:19 AM in memory of the five individuals involved in the Santa Ana plane crash: Scott Shepherd, Lara Shepherd, Floria Hakimi, Navid Hakimi, and Nasim Ghanadan.

Noise Abatement Statistics

August 2018

	# Of Callers		Complaints		YTD	YTD	% CHANGE
	2018	2018	2017	2018	2017		
TOTAL NUMBER OF COMPLAINTS	14	14	15	118	141	-16%	
LOCATION OF COMPLAINTS							
Concord	7	7	2	57	26	119%	
Pleasant Hill	2	2	6	21	47	-55%	
Pacheco	0	0	1	3	8	-63%	
Martinez	2	2	3	6	20	-70%	
Byron	0	0	0	1	0	0%	
Other	3	3	3	18	23	-22%	
Subtotal	14	14	15	106	124	-15%	
Special Events	0	0	0	12	17	-29%	
Total Number of Complaints	14	14	15	118	141	-16%	
COMPLAINTS ASSOCIATED WITH							
Buchanan Field Airport		10	12	88	106		
Byron Airport		0	0	1	0		
Law Enforcement/Lifeguard Lights		1	0	9	10		
Non-associated		3	3	20	25		
TIME OF INCIDENT							
Day (0700 - 1700)		6	9	74	103		
Evening (1700 - 2200)		4	1	22	17		
Night (2200 - 0700)		3	3	14	14		
All Times		1	2	8	7		
TYPE OF COMPLAINT							
Noise		7	9	52	65		
Low Flying		4	1	18	16		
Noise and Low Flying		2	3	41	52		
Too Many Aircraft		0	1	1	6		
Other		1	1	6	2		
TYPE OF AIRCRAFT							
Jet		3	3	26	24		
Propeller		6	5	48	60		
Helicopter		0	1	15	24		
All Types		1	3	9	16		
Unknown		4	3	20	17		
TOTAL AIRCRAFT OPERATIONS							
		9,848	12,871	78,827	81,276	-3%	
COMPLAINTS PER 10,000 OPERATIONS							
		14	12	15	17	-14%	
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY							
		10	9	11	13	-14%	

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

February
 2- Non-Assoc-Unknown Activity - Antioch

March
 1- non assoc jets walnut creek
 1- non assoc prop noise concord
 1- non assoc pge helicopte
 4- Special Event non assoc national guard

April
 (1)-Non.Assoc.-Unknown-Antioch
 (1) Non Assoc.-News Helicopter
 (1) Non Assoc.-Prop Walnut Creek

May
 (1)- Special Event Centenial Airmail

Year to Date
 (3) Concord Households with 35 complaints

August
 (2)-Non.Assoc.-Unknown-Antioch/EI Sobrante
 (1)- Non-assoc. unknown walnut creek

June
 1- non assoc low flying prop Benicia
 (7)- Special Event Collings Foundation

Contra Costa County Airports Monthly Operations Report

August 2018

	August 2018	August 2017	YTD 2018	YTD 2017	% CHANGE 2017/2018
AIRCRAFT OPERATIONS					
Total Operations	9,848	12,871	78,827	81,276	-3%
Local Operations	4,744	7,613	41,180	44,645	-8%
Itinerant Operations	3,790	4,061	27,861	27,938	0%
Total Instrument Ops	1,109	1,032	8,055	7,262	11%
FUEL FLOWAGE					
100 Octane	24,714	29,769	175,353	197,069	-11%
Jet Fuel	128,503	112,816	896,830	762,029	18%
Total	153,217	142,585	1,072,183	959,098	12%
BYRON INFORMATION					
Byron Fuel	12,089	15,269	69,837	106,033	-34%
SKYDIVERS*					
Number of Flights	n/a	69	56	664	n/a
Experienced Jumps	n/a	534	484	3,743	n/a
First Time Jumps	n/a	209	111	1,344	n/a
Student Jumps	n/a	35	16	173	n/a
Glider Operations^					
Tow Aircraft	116	108	1,014	312	n/a
Glider Aircraft	116	108	1,014	312	n/a

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

^ Tracking began June 2017

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

The following certified Board Orders are attached:

September 11, 2018

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Tamsie Irvan and William Crouse for a T-hangar at Buchanan Field Airport effective August 22, 2018 in the monthly amount of \$394.10 (100% Airport Enterprise Fund).

September 11, 2018

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute Amendment 1 to the Consulting Services Agreement with C & S Engineers, Inc. to add an additional Subconsultant (100% Airport Enterprise Fund).

September 11, 2018

***FIX** a public hearing for October 16, 2018, to consider adopting a resolution that will supersede Resolution 94/286, to adopt new rates and charges for Buchanan Field Airport and Byron Airport. New rates and charges will go into effect on January 1, 2019 (100% Airport Enterprise Fund).*

September 25, 2018

APPROVE and AUTHORIZE the Director of Airports, or designee, to acquire one used Aircraft Rescue & Firefighting (ARFF) vehicle at a cost not to exceed \$400,000 through either a purchase or a lease/purchase agreement with a maximum term of ten years, Byron area (100% Airport Enterprise Fund).



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: September 11, 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 Tamsie Irvan and William Crouse for a T-hangar at Buchanan Field Airport effective August 22, 2018 in the monthly amount of \$394.10, Pacheco area (District IV).

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

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/11/2018** 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: September 11, 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)

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 Agreement - Tamsie Irvan and William Crouse



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: September 11, 2018

Subject: APPROVE AND AUTHORIZE AMENDMENT 1 TO CONSULTING SERVICES AGREEMENT WITH C & S ENGINEERS, INC.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute Amendment 1 to the Consulting Services Agreement with C & S Engineers, Inc. to add Padilla & Associates, Inc. as an additional Subconsultant.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

C & S Engineers, Inc. (Contractor) would like to have Padilla & Associates, Inc. added to their Consulting Services Agreement as one of their sub-contractors to perform a requested Disadvantaged Business Enterprise (DBE) Program update for the County Airports.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, Contractor

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

Action of Board On: **09/11/2018** 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: September 11, 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:

CONSEQUENCE OF NEGATIVE ACTION: (CONT'D)

will not be able to use Padilla & Associates, Inc. to perform the Disadvantaged Business Enterprise (DBE) Program update, the County Airports would not be in compliance with Federal Aviation Administration requirements and could potentially lose grant funding.

ATTACHMENTS

C & S Engineers - Amendment 1 Consulting Services Agreement



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: September 11, 2018

Subject: FIX a public hearing for October 16, 2018, to consider adopting new rates and charges for Buchanan Field and Byron Airports

RECOMMENDATION(S):

FIX a public hearing for October 16, 2018, to consider adopting a resolution that will supersede Resolution 94/286, to adopt new rates and charges for FIX a public hearing for October 16, 2018, to consider adopting a resolution that will supersede Resolution 94/286, to adopt new rates and charges for Buchanan Field Airport and Byron Airport. New rates and charges will go into effect on January 1, 2019.

DIRECT the Clerk of the Board to publish, and the Public Works Director, or designee, to post and mail the Notice of Public Hearing in accordance with section 6062a of the Government Code.

FISCAL IMPACT:

No impact to the General Fund. The Airports Division operates as an Enterprise Fund and finances all of its operating

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/11/2018** 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: September 11, 2018

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

By: June McHuen, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

FISCAL IMPACT: (CONT'D)

costs from rents and other fees; no County General Fund dollars are used. The revised fee schedule is intended to cover costs for new and existing services provided by the Airports Division. The fees include a reduction in rental costs for the County-managed hangars and tie-downs to make them more regionally competitive. The rental fee reduction will result in a \$65,514 annual decrease to the Airport Enterprise Fund. The decrease has been included in the 2018-19 Fiscal Year budget.

BACKGROUND:

The rates and charges for the County Airports were adopted on May 24, 1994 (“Rates”). The Rates only applied to Buchanan Field Airport and just included rental fees for tie-down locations plus itinerant landing fees for non-based aircraft and for two services that are no longer provided.

The airports system has changed dramatically since the Rates were adopted. Specifically, the County acquired (i) a secondary airport (Byron Airport), and (ii) over a hundred aircraft hangars that reverted to the County at the end of their respective lease terms. In addition, Airports staff provides a number of services that were not contemplated or included in the Rates. As a result, the Airports Division cannot be compensated for the added services now being provided. Updating the rates and charges is appropriate in order to achieve the County’s dual goals of recovering its costs to operate/maintain the two airports and sustaining economic self-sufficiency, as required by the Federal Aviation Administration.

This Board Order fixes the hearing date as October 16, 2018, at 9:00 a.m., and directs staff to publish notice of the hearing as required by the applicable Government Code.

CONSEQUENCE OF NEGATIVE ACTION:

If a public hearing is not set, and notice is not given, as recommended, the County could not adopt a rates and charges resolution necessary to recover costs to operate and maintain the two airports. Rates and charges would continue to be imposed under Resolution 94-286.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: September 25, 2018

Subject: Acquisition of Used Aircraft Rescue and Fire Fighting Vehicle

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to acquire one used Aircraft Rescue & Firefighting (ARFF) vehicle at a cost not to exceed \$400,000 through either a purchase or a lease/purchase agreement with a maximum term of ten years, Byron area (District III).

FISCAL IMPACT:

There is no impact on the County General Fund. The total cost will be fully funded by the Airport Enterprise Fund.

BACKGROUND:

The Federal Aviation Administration (FAA) requires each Airport in the United States that holds a Federal Aviation Regulation Part 139 commercial airport certificate have Aircraft Rescue and Fire Fighting equipment and personnel capabilities. In Contra Costa County,

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/25/2018** 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
ABSENT: Diane Burgis, District III
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: September 25, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Russell Milburn, (925)
681-4200

cc:

this requirement currently applies only to Buchanan

BACKGROUND: (CONT'D)

Field Airport. Until recently, the Public Works Department – Airports Division (Airport Division) has had two ARFF vehicles in service at Buchanan Field. One that had been in service for nine years and the other for 30 years. Just this month, the Airport acquired a third ARFF apparatus, a 27-year old vehicle that was acquired from Global ARFF for \$175,000 including upgrades to extend its useful life. As a result of this acquisition, the Airport Division was able to relocate the 30-year old ARFF vehicle from Buchanan Field Airport to Byron Airport.

The 30-year old vehicle that was just moved to Byron Airport is nearing the end of its useful life. The FAA does not have specific regulations regarding ARFF vehicle replacement, but the related FAA Advisory Circular states that, on average, ARFF vehicles have a 10 to 12-year service life. This board order will allow the Airport Division to acquire another used ARFF apparatus to replace the one now in service at Byron Airport. While Byron Airport does not have the same Federal requirement to maintain ARFF capabilities, the presence of the equipment provides the highest level of ARFF protection to tenants and may prove to be a major business/aircraft marketing advantage for the airport, helping it to meet its growth and development goals.

New ARFF vehicles typically cost about \$850,000. Given the high cost, the Airport Division believes acquiring a newer used vehicle is the most cost-effective replacement option. For that reason, the Airport Division proposes to continue to monitor the used ARFF market in order to locate and acquire a replacement for the 30-year-old vehicle now at Byron Airport. This process could take several years.

The Aviation Advisory Committee, during its September 13, 2018 meeting, voted to support this recommendation.

CONSEQUENCE OF NEGATIVE ACTION:

If this acquisition is not approved, the Airport Enterprise Fund will continue to experience inconsistent service reliability and high maintenance/repair costs associated with the older ARFF vehicle at Byron Airport. Additionally, in the event of a major equipment failure, the Airport Enterprise Fund would likely not be able to financially support a replacement ARFF apparatus to Byron Airport, since the cost to rent a similar apparatus is approximately \$6000 per month. This would result in the elimination of an ARFF unit at the Byron Airport.

Airport Enterprise Fund
Fiscal Year 2017-18 Budget

Agenda Item 5.1

	2017-18 (Budgeted)	2017-18 Actual Year to Date	YTD @ 117%
<i>Enterprise Fund O & M Budget</i>			
Buchanan O & M Revenues	\$4,206,544	\$4,354,175	103.51%
Byron O & M Revenues	\$673,340	\$750,563	111.47%
Total O & M Revenues Enterprise Fund	\$4,879,884	\$5,104,738	104.61%
Buchanan O & M Expenditures	\$3,445,015	\$3,066,686	89.02%
Buchanan Capital Expenses (Non AIP)	\$243,312	\$164,859	67.76%
Byron O & M Expenditures	\$1,121,807	\$1,082,675	96.51%
Byron Capital Expenses (Non AIP)	\$0	\$0	0.00%
Total O & M Expenditures Enterprise Fund	\$4,810,134	\$4,314,220	89.69%
Enterprise Fund O & M Revenues	\$4,879,884	\$5,104,738	104.61%
Enterprise Fund O & M Expenditures	\$4,810,134	\$4,314,220	89.69%
	\$69,750	\$790,518	1133.36%
Buchanan AIP Revenue (Received during Current Fiscal Year)*	\$830,250	\$429,067	51.68%
Buchanan AIP Expenses (Expended during Current Fiscal Year)*	\$900,000	\$368,188	40.91%
Byron AIP Revenue	\$0	\$0	0.00%
Byron AIP Expenses	\$0	\$0	0.00%
Enterprise Fund Contribution (Contribution during Current Fiscal Year)*	\$69,750	(\$60,879)	
Net Annual Surplus(+)/Shortfall(-)	\$0	\$851,397	
*Revenues & Expenditures may overlap Fiscal Years and will impact Enterprise Fund Contribution that is depicted during the current Fiscal Year			

Airport Reserve Fund	\$485,000
Mariposa Fund	\$646,000