

**Contra Costa County  
Aviation Advisory Committee  
Meeting Agenda  
550 Sally Ride Drive, Concord, CA 94520  
Thursday, June 13, 2019 at 10:00 a.m.**

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*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 May 9, 2019 Meeting Minutes**
- 4. Consider Consent Items**
  - a. Accept the airport Noise & Statistics Report (April 2019)
  - b. Accept the relevant Board actions that occurred on May 7<sup>th</sup>, 14<sup>th</sup> & 21<sup>st</sup>
- 5. Discussion/Action Items**
  - a. Discuss items pulled from consent
  - b. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment. Schedule, milestones and status of deliverables
  - c. Discuss the notice from the San Francisco Bay Regional Water Quality Control Board regarding Per and Polyfluoroalkyl substances
  - d. Discuss the Aviation Innovation and Technology Business Attraction meeting that took place May 22<sup>nd</sup>
  - e. Discuss Runway 14L/32R construction project set to begin in 2020, Buchanan Field Airport
  - f. Discuss the Terminal, administration office and aircraft rescue and firefighting building, Buchanan Field Airport
  - g. Discuss the Airport Layout Plan update, Buchanan Field Airport
  - h. Discuss the 2019 Jumpstart Conference, June 2-5
- 6. Future Agenda Items**
- 7. Adjourn**

**Next AAC Meeting (tentative): July 11, 2019 at 10:00am  
Next Airport Committee Meeting (tentative): September 11, 2019 at 10:00am**

## AVIATION ADVISORY COMMITTEE

### ATTENDANCE ROSTER FOR 2019

| AAC Members                | Representing               | Contact Information                    | Jan 10 | Feb 14 | Mar 14 | Apr 11 | May 9 | Jun 13 | Jul 11 | Aug 8 | Sep 12 | Oct 10 | Nov 14 | Dec 12 | Total # Abs |
|----------------------------|----------------------------|--|--------|--------|--------|--------|-------|--------|--------|-------|--------|--------|--------|--------|-------------|
| Dale Roberts               | District 1                 | datenkale@netscape.net                 | Y      | Y      | Y      | ABS    | Y     |        |        |       |        |        |        |        | 1           |
| Cody Moore                 | Airports Bus. Assoc.       | cody@ccrjet.com                        | ----   | ----   | Y      | ABS    | ABS   |        |        |       |        |        |        |        | 2           |
| Eric Meinbress             | Member at Large            | ericmeinbress@comcast.net              | Y      | Y      | Y      | ABS    | Y     |        |        |       |        |        |        |        | 1           |
| Ronald Reagan              | District 3                 | ron@rmsea.com                          | ABS    | ABS    | Y      | Y      | Y     |        |        |       |        |        |        |        | 2           |
| Derek Mims                 | City of Pleasant Hill      | derekmims@hotmail.com                  | ABS    | Y      | Y      | ABS    | Y     |        |        |       |        |        |        |        | 2           |
| Russell Roe                | District 5                 | russroe@pacbell.net                    | Y      | Y      | ABS    | Y      | Y     |        |        |       |        |        |        |        | 1           |
| Keith McMahan              | City of Concord            | keithcmcmahan@gmail.com                | ABS    | Y      | Y      | Y      | Y     |        |        |       |        |        |        |        | 1           |
| Roger Bass                 | District 2                 | twofivexray@yahoo.com                  | Y      | ABS    | ABS    | Y      | Y     |        |        |       |        |        |        |        | 2           |
| Maurice Gunderson          | Member at Large            | mauricegunderson@mac.com               | Y      | Y      | Y      | Y      | ABS   |        |        |       |        |        |        |        | 1           |
| Tom Weber                  | District 4                 | Tr-weber@sbcglobal.net                 | Y      | Y      | Y      | Y      | Y     |        |        |       |        |        |        |        |             |
| Emily Barnett              | Member at Large            | emilyebarnett@gmail.com                | Y      | Y      | Y      | Y      | Y     |        |        |       |        |        |        |        |             |
| Donna Dietrich             | Airport Neighbor - Pacheco | concordcascade_mgr@equitylifestyle.com | Y      | ABS    | ABS    | Y      | ABS   |        |        |       |        |        |        |        | 3           |
| Steven Starratt            | Airport Neighbor - Byron   | starratt@pacbell.net                   | Y      | Y      | Y      | Y      | Y     |        |        |       |        |        |        |        |             |
| Was There a Quorum? Y or N |                            |  | Y      | Y      | 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   |
| Cody Moore        | Airports Bus. Assoc.  | 2/28/22              | 3/20/19  | 3/21/19   |
| 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 McMahan     | City of Concord       | 2/28/22              | 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       | 2/28/22              | 3/10/17  | 3/10/17   |
| Donna Dietrich    | Pacheco Neighbor      | 2/28/21              | 12/9/18  | 12/9/18   |
| Steven Starratt   | Byron Neighbor        | 2/28/21              | 9/7/18   | 10/10/18  |

**DRAFT**

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MEETING MINUTES  
MAY 9, 2019**



**MEETING CALLED:** Vice Chair Tom Weber called the meeting to order at 10:01 AM at Buchanan Field Airport.

**PRESENT:** **Emily Barnett, Secretary, Member At-Large**  
**Tom Weber, Vice Chair, District IV**  
**Steven Starratt, Airport Neighbor – Byron Airport**  
**Keith McMahon, City of Concord**  
**Ronald Reagan, District III**  
**Russell Roe, District V**  
**Roger Bass, District II**  
**Eric Meinbress, Member At-Large**  
**Dale Roberts, District I**  
**Derek Mims, City of Pleasant Hill**

**ABSENT:** **Maurice Gunderson, Chair, Member At-Large**  
**Cody Moore, Airport Business Association**  
**Donna Dietrich, Airport Neighbor – Pacheco**

**STAFF:** Beth Lee, Assistant Director of Airports – Administration  
Russell Milburn, Assistant Director of Airports - Operations

**COMMENTS BY CHAIR:** Vice Chair Tom Weber welcomed the attendees.

**PUBLIC COMMENT PERIOD:**  
There were no items brought up during public comment.

**APPROVAL OF 4/11/19 MINUTES:** Moved by Steven Starratt; seconded by Russell Roe. Yes: Tom Weber, Derek Mims, Eric Meinbress, Dale Roberts, Keith McMahon, Roger Bass, Ronald Reagan and Emily Barnett. No: None. Abstained: None. Absent: Maurice Gunderson, Cody Moore and Donna Dietrich.

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

## DISCUSSION/ACTION ITEMS:

### a. Discuss items pulled from consent

The March 2019 Noise Abatement Statistics Report was pulled. The AAC Vice Chair reported that at the Airport Committee's May 8<sup>th</sup> meeting, they had positive comments towards AAC and Airport staff about Buchanan Field's Noise Abatement Program. Staff stated we learned that our proactive community outreach approach is effective as it was not done for the Ford Tri-Motor Tour event that was held March 14-17, 2019 at Buchanan Field Airport which resulted in a higher volume of noise complaints.

### b. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment

A General Plan Amendment for Byron Airport is underway in an effort to bring more economic development and job opportunities to the area. The Administrative Draft of the Environmental Impact Report (ADEIR) was submitted for County staff review in December 2018. The ADEIR was deficient in several areas – most notably in the transportation and biological sections. This will likely delay the project approximately six months. County staff plan to meet with the consultant, Dudek, to discuss the discrepancies and the best ways to resolve them.

### c. Discuss the lease for the Byron Airport maintenance hangar located at 505 Eagle Court

Airport staff are working on the draft lease and anticipates having it scheduled for the Board of Supervisors' (BoS) consideration by mid-June.

### d. Discuss the new Aircraft Rescue and Firefighting (ARFF) replacement truck for Byron Airport

Airport staff reported an ARFF truck was purchased and staff plans to place the truck at the Byron Airport once there is a structure to store it in. Staff anticipate the storage structure being ready by the end of summer.

### e. Discuss and select two AAC members to participate on the Selection Committee for the 0.86-acre development at Buchanan Field Airport

Roger Bass and Eric Meinbress, on the AAC, volunteered to participate on the Selection Committee for the 0.86-acre development at Buchanan Field Airport.

### f. Discuss the notice from the San Francisco Bay Regional Water Quality Control Board (State Water Board) regarding Polyfluoroalkyl (PFAS) substances

Airport staff were recently advised by the State Water Board via letter that firefighting foam, which is required by the FAA to be used at commercial service airports, contains Per and Polyfluoroalkyl substances (PFAS). There is concern these substances could be harmful health wise and could also infiltrate into the water system. The State Water Board has advised all 31 California commercial airports that they must produce a work plan which would include a ground water analysis to determine the presence of PFAS. Unless granted an extension, airports must submit a work plan within 60 days of receipt of the letter, with a full analysis performed in six months. Staff are working with County Counsel and consultants Mead & Hunt Associates to develop the work plan.

**g. Discuss the JetSuiteX aircraft parking layout on the east side of the Buchanan Field Airport and associated removal of the former Calstar trailer**

Staff at the Air Traffic Control Tower has had some issues with the current location/orientation of JetSuiteX's aircraft. JetSuiteX hopes to expand operations. As such, Airport staff will be changing the aircraft parking location orientation to provide three parking spaces once the former Calstar trailer is moved.

**h. Discuss the Aircraft Owner Pilot's Association (AOPA) Fly-In event taking place at Livermore Airport June 21-22, 2019**

The AOPA group will come in to assist with the setup for the AOPA Fly-In event at the Livermore Airport on June 21-22. The group will need additional volunteers. This will be a good learning opportunity for potentially hosting an AOPA Fly-In event at our airports in the future.

**i. Discuss the Runway 14L/32R pavement rehabilitation project at Buchanan Field Airport**

The Federal Aviation Administration (FAA) has tentatively approved the current plan to rehabilitate the Runway 14L/32R. A mill and overlay method will be used to rehabilitate the runway. The project will consist of a four-inch mill and overlay in the center 100 feet of the runway, and two inches mill and overlay on two 25-foot edges. Airport staff are currently in the process of creating a bid package. The project is likely to be pushed to next spring depending on the bidding process timeline.

**j. Discuss the JetSuiteX traffic trends from 2016 to present**

Airport staff presented a graph with JetSuiteX's passenger growth from 2016 to present. Staff discussed their substantial growth since 2016 and reported that numbers for March, April and May of 2019 will look lesser as this is due to the repositioning of one of their aircrafts to serve a specialized market for a short period. As of June 1<sup>st</sup>, JetSuiteX will go back to their regular schedule.

**k. Discuss the Aviation Innovation Technology Attraction Program**

Airport staff reported there are many changes and opportunities happening as it relates to UAS (drones)/tech industries. An Aviation Innovation and Business Attraction meeting will be convened on May 22<sup>nd</sup> to discuss ways to best position Buchanan Field and Byron Airports to attract these types of industries.

**l. Discuss the Exclusive Negotiating Agreement with Montecito Development Company for 17-acres of development at Buchanan Field Airport**

This parcel is located on the northeast corner of Marsh Drive and Sally Ride Drive at Buchanan Field Airport. The developers are anxious to break ground and are in the final stages of the environmental review process. They plan to break ground this year, but that will ultimately depend on when the environmental review is complete and permits are issued.

**FUTURE AGENDA ITEMS/COMMENTS**

None specified.

**ADJOURNMENT:** The Vice Chair adjourned the meeting at 10:34 a.m..

**FINAL**

**CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE  
MEETING MINUTES  
APRIL 11, 2019**



**MEETING CALLED:** Chair Maurice Gunderson called the meeting to order at 10:00 AM at Buchanan Field Airport.

**PRESENT:** **Maurice Gunderson, Chair**, Member At-Large  
**Emily Barnett, Secretary**, Member At-Large  
**Tom Weber, Vice Chair**, District IV  
**Steven Starratt**, Airport Neighbor – Byron Airport  
**Keith McMahan**, City of Concord  
**Ronald Reagan**, District III  
**Russell Roe**, District V  
**Roger Bass**, District II  
**Donna Dietrich**, Airport Neighbor – Pacheco

**ABSENT:** **Eric Meinbress**, Member At-Large  
**Dale Roberts**, District I  
**Derek Mims**, City of Pleasant Hill  
**Cody Moore**, Airport Business Association

**STAFF:** Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports – Administration

**COMMENTS**

**BY CHAIR:** Chair Maurice Gunderson welcomed the attendees.

**PUBLIC COMMENT PERIOD:**

There were a number of items brought up during public comment:

- The Collings Foundation will be hosting the Wings of Freedom Tour June 6-9, 2019, at Buchanan Field Airport
- Pacific States Aviation, Inc. will, in the next several months, have a credit card operated, self-service fueling station for aviation gasoline (100 Low Lead). The new service is expected to start around August/September 2019 timeframe

**APPROVAL OF**

**3/14/19 MINUTES:** Moved by **Emily Barnett**; seconded by **Ronald Reagan**. Yes: **Maurice Gunderson, Tom Weber, Keith McMahan, Donna Dietrich, Roger Bass, Russell Roe and Steven Starratt**. No: None. Abstained: None. Absent: **Derek Mims, Cody Moore, Eric Meinbress, and Dale Roberts**.

**APPROVAL OF  
CONSENT ITEMS:**

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

**PRESENTATIONS:**

a. **Discuss the Northern Waterfront Economic Development Initiative Ad Hoc Committee meeting (Department of Conservation and Development)**

Amalia Cunningham, Department of Conservation and Development (DCD), presented an overview of the Northern Waterfront Initiative. The Northern Waterfront is a 60-mile corridor between Highway 4 and the Delta, from Hercules to Brentwood. Amalia discussed strategic goals of building partnerships with multiple groups, including Buchanan Field and Byron Airport, in an effort to bring more economic development and job opportunities in what is known as the “heart” of the Bay Area.

**DISCUSSION/ACTION ITEMS:**

a. **Discuss items pulled from consent**

No items were pulled from consent.

b. **Discuss the lease for the Byron Airport maintenance hangar located at 505 Eagle Court**

This agenda item was deferred to be discussed at the next AAC meeting in May.

c. **Discuss the new Aircraft Rescue and Firefighting replacement truck for Byron Airport**

This agenda item was deferred to be discussed at the next AAC meeting in May.

d. **Discuss the Aircraft Owner and Pilot’s Association Fly-In event taking place at Livermore Airport June 21-22, 2019**

This agenda item was deferred to be discussed at the next AAC meeting in May.

e. **Discuss the Airport Layout Plan and narrative for Buchanan Field Airport**

This agenda item was deferred to be discussed at the next AAC meeting in May.

f. **Discuss the Runway 14L/32R pavement rehabilitation project at Buchanan Field Airport**

This agenda item was deferred to be discussed at the next AAC meeting in May.

g. **Discuss the 17-acre development at Buchanan Field Airport (Karl Higgins and Mark Heavey with Montecito Development Company)**

Montecito Development Company gave an update on the proposed development of 17-acres of vacant land on the west side of Buchanan Field Airport. The project is still in the early stages. Airport staff are

working closely with consultants Kimley-Horn and Associates to get Federal Aviation Administration (FAA) approval to release the land for non-aeronautical use. The process is expected to be lengthy but will bring significant revenues to the airport once the land is developed and in full operation.

**h. Discuss the 3-acre development at Buchanan Field Airport (Adam Miles with Montecito Commercial Group)**

Montecito Commercial Group gave an update on the 3-acre development project on the northeast corner of Marsh Drive and Sally Ride Drive at Buchanan Field Airport. The developers are working closely with the Public Works Department to wrap up the environmental review process. The group will then work with DCD to apply for building permits and expect to break ground in June 2019. Project sponsors and Airport staff have been in multiple discussions with the mobile home park community on Marsh Drive about the development and plan to do more outreach as the project progresses.

**i. Discuss the 36-acre development at Byron Airport (Tony Perino with Nearon)**

Tony Perino with Nearon gave an update on the 36-acre proposed development project at Byron Airport. Airport staff are working with consultants Mead and Hunt to get FAA approval to release the land for non-aeronautical use. The developer is working closely with Airport staff on the general plan amendment (GPA) program and to negotiate a long-term lease to develop the land. Updates on the proposed project will be given as the project progresses.

**j. Discuss the 4.6-acre development at Buchanan Field Airport (Karl Higgins and Mark Heavey with Montecito Commercial Group)**

This property is located at the northwest corner of Marsh Drive and Solano Way. About 80% is within the City of Concord (City) and 20% is within the County. Montecito Commercial Group has been retained by the development group, Deutscher Properties Corporation and the Claremont Companies, to perform the land use entitlement process for the proposed development. The project is in the beginning stages and the partnership will be working closely with the City to submit a development application soon.

**k. Discuss and take action as deemed necessary relative to the Byron Airport General Plan Amendment**

Airport staff are doing a GPA for Byron Airport in an effort to bring more economic development and job opportunities to the area. The consultant, Dudek, submitted an administrative draft of the Environmental Impact Report for County review. There are multiple concerns related to transportation and environmental sections given the airport's complex and rural location. Dudek is addressing all issues and is also working with a traffic subconsultant to revise the transportation section. Airport staff are reducing the list of desired uses to those most likely to proceed in order to have more realistic and obtainable mitigation measures. Estimated time of completion for this new subtask is by the end of June 2019.

**FUTURE AGENDA ITEMS/COMMENTS**

- Agenda items 6.b-6.f

**ADJOURNMENT:** The Chair adjourned the meeting at 11:57 a.m..

# Noise Abatement Statistics

## April 2019

|   | # Of Callers | Complaints |        | YTD    | YTD    | % CHANGE |
|---|--------------|------------|--------|--------|--------|----------|
|   | 2019         | 2019       | 2018   | 2019   | 2018   |          |
| <b>TOTAL NUMBER OF COMPLAINTS</b>                       | 7            | 8          | 15     | 85     | 62     | 37%      |
| <b>LOCATION OF COMPLAINTS</b>                           |              |            |        |        |        |          |
| Concord   | 2            | 2          | 9      | 14     | 35     | -60%     |
| Pleasant Hill   | 4            | 5          | 1      | 26     | 9      | 189%     |
| Pacheco   | 0            | 0          | 1      | 1      | 1      | 0%       |
| Martinez  | 0            | 0          | 1      | 0      | 1      | -100%    |
| Byron   | 0            | 0          | 0      | 0      | 0      | 0%       |
| Other   | 1            | 1          | 3      | 14     | 12     | 17%      |
| Subtotal  | 7            | 8          | 15     | 55     | 58     | -5%      |
| Special Events  | 0            | 0          | 0      | 30     | 4      | 650%     |
| <b>Total Number of Complaints</b>                       | 7            | 8          | 15     | 85     | 62     | 37%      |
| <b>COMPLAINTS ASSOCIATED WITH</b>                       |              |            |        |        |        |          |
| Buchanan Field Airport                                  |              | 6          | 10     | 62     | 42     |          |
| Byron Airport   |              | 0          | 0      | 0      | 0      |          |
| Law Enforcement/Lifeguard Lights                        |              | 1          | 2      | 7      | 6      |          |
| Non-associated  |              | 1          | 3      | 16     | 14     |          |
| <b>TIME OF INCIDENT</b>                                 |              |            |        |        |        |          |
| Day (0700 - 1700)                                       |              | 5          | 10     | 56     | 41     |          |
| Evening (1700 - 2200)                                   |              | 1          | 3      | 6      | 13     |          |
| Night (2200 - 0700)                                     |              | 1          | 2      | 11     | 7      |          |
| All Times   |              | 1          | 0      | 12     | 1      |          |
| <b>TYPE OF COMPLAINT</b>                                |              |            |        |        |        |          |
| Noise   |              | 4          | 9      | 33     | 29     |          |
| Low Flying  |              | 0          | 1      | 4      | 7      |          |
| Noise and Low Flying                                    |              | 3          | 5      | 46     | 24     |          |
| Too Many Aircraft                                       |              | 0          | 0      | 0      | 0      |          |
| Other   |              | 1          | 0      | 2      | 2      |          |
| <b>TYPE OF AIRCRAFT</b>                                 |              |            |        |        |        |          |
| Jet   |              | 0          | 1      | 9      | 14     |          |
| Propeller   |              | 4          | 8      | 50     | 22     |          |
| Helicopter  |              | 1          | 2      | 6      | 11     |          |
| All Types   |              | 0          | 0      | 6      | 6      |          |
| Unknown   |              | 3          | 4      | 14     | 9      |          |
| <b>TOTAL AIRCRAFT OPERATIONS</b>                        |              |            |        |        |        |          |
|   |              | 9,462      | 11,295 | 29,954 | 38,424 | -22%     |
| <b>COMPLAINTS PER 10,000 OPERATIONS</b>                 |              |            |        |        |        |          |
|   |              | 8          | 13     | 28     | 16     | 76%      |
| <b>COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY</b> |              |            |        |        |        |          |
|   |              | 6          | 9      | 21     | 11     | 89%      |

**January**

(4) - Complaints from (1) Concord Household

**February**

(1) Non-assoc. unknown, Walnut Creek

**March**

(5) Non-assoc. unknown, Antioch  
 (1) non-assoc. jet, Walnut Creek  
 (1) Non-assoc. unknown, Pleasant Hill  
 (4) Complaints from (1) Concord Household  
 (30) Special Event- Ford Tri-Motor

**April**

(1) Non-assoc. unknown, Walnut Creek

# Contra Costa County Airports Monthly Operations Report

**April 2019**

|  | April<br>2019 | April<br>2018 | YTD<br>2019 | YTD<br>2018 | % CHANGE<br>2018/2019 |
|--|---------------|---------------|-------------|-------------|-----------------------|
| <b>AIRCRAFT OPERATIONS</b>                     |               |               |             |             |                       |
| Total Operations                               | 9,462         | 11,295        | 29,954      | 38,424      | -22%                  |
| Local Operations                               | 4,807         | 6,375         | 14,588      | 21,480      | -32%                  |
| Itinerant Operations                           | 3,573         | 3,687         | 11,260      | 12,353      | -9%                   |
| Total Instrument Ops                           | 889           | 1,004         | 3,402       | 3,864       | -12%                  |
| <b>FUEL FLOWAGE</b>                            |               |               |             |             |                       |
| 100 Octane                                     | 26,066        | 20,733        | 74,385      | 73,711      | 1%                    |
| Jet Fuel                                       | 95,736        | 107,633       | 382,234     | 421,193     | -9%                   |
| Total  | 121,802       | 128,366       | 456,619     | 494,904     | -8%                   |
| <b>BYRON INFORMATION</b>                       |               |               |             |             |                       |
| Byron Fuel                                     | 7,395         | 8,588         | 31,289      | 32,309      | -3%                   |
| Bay Area Skydiving<br>Fuel Purchased (gallons) | 1,700         | 1,521         | 4,956       | 3,701       | 34%                   |
| Glider Operations                              |               |               |             |             |                       |
| Tow Aircraft                                   | 192           | 202           | 726         | 694         | 5%                    |
| Glider Aircraft                                | 192           | 202           | 726         | 694         | 5%                    |

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

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

- May 7, 2019**.....APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with One Niner Right for a shade hangar at Buchanan Field Airport effective April 11, 2019 in the monthly amount of \$140.00. (100% Airport Enterprise Funds)
- May 7, 2019**.....APPROVE and AUTHORIZE the Director of Airports to terminate the Tiedown Permit for space K-7 with Harold Millan. AUTHORIZE County Counsel to pursue legal action to recover possession of the space from Millan, if necessary. (100% Airport Enterprise Funds)
- May 7, 2019**.....APPROVE and AUTHORIZE the Director of Airports, or designee, to execute Amendment 1 to the Consulting Services Agreement between the County and Kimley-Horn and Associates, Inc. (Kimley-Horn), effective January 28, 2019, to (i) increase the scope of work to be performed by Kimley-Horn, (ii) increase the payment limit by \$344,820.00 to a new payment limit of \$654,220.00, (iii) extend the term of the contract by two years, to June 30, 2021, and (iv) to permit Kimley-Horn to utilize additional subconsultants. (100% Airport Enterprise Funds)
- May 7, 2019**.....APPROVE and AUTHORIZE the Director of Airports, or designee, to execute Amendment 2 to the Consulting Services Agreement with C & S Engineers, Inc. to add four additional Subconsultants. (100% Airport Enterprise Funds)
- May 7, 2019**.....APPROVE and AUTHORIZE the Director of Airports, or designee, to execute an Exclusive Negotiating Agreement with Montecito Development Company, LLC, a California limited liability company, for the negotiation of a long-term lease of approximately 17-acres of land on the west side of the Buchanan Field Airport. (100% Airport Enterprise Funds)
- May 14, 2019**.....APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Reno Aero Works, LLC. for a Shade hangar at Buchanan Field Airport effective May 8, 2019 in the monthly amount of \$165.00, Pacheco area (District IV).



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: May 7, 2019

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with a 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 One Niner Right for a shade hangar at Buchanan Field Airport effective April 11, 2019 in the monthly amount of \$140.00, Pacheco area (District IV).

**FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$1,680.00 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

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

Action of Board On: **05/07/2019**  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: May 7, 2019

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

By: Stacey M. Boyd, 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 Agreement



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: May 7, 2019

Subject: APPROVE AND AUTHORIZE TERMINATION OF TIEDOWN PERMIT WITH HAROLD MILLAN,  
PACHECO AREA

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports to terminate the Tiedown Permit for space K-7 with Harold Millan. AUTHORIZE County Counsel to pursue legal action to recover possession of the space from Millan, if necessary.

**FISCAL IMPACT:**

There is no negative impact on the General Fund. The Airport Enterprise Fund will cover the cost of any legal action.

**BACKGROUND:**

On September 28, 2008, the County entered in to a Tiedown Permit with Harold Millan (Tenant) for storage of his aircraft in tiedown space K-7, which is located on the East Ramp of Buchanan Field Airport. Because of his failure to pay rent in full, Tenant is currently in default under the Agreement.

Tenant has been sent 26 certified letters of delinquency with additional email notifications

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/07/2019**  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

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ATTESTED: May 7, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925)  
681-4200

cc:

since the commencement of the tiedown permit on September 23, 2008. Airport staff willingly worked with

BACKGROUND: (CONT'D)

the tenant over the past four (4) years and were able to resolve two (2) years of past-due rents, however, Tenant is once again not paying his rent in a timely manner. Tenant is currently two (2) months behind on his rent.

Airport staff is requesting authority to terminate the Agreement and to pursue legal action against Tenant through County Counsel. The tiedown permit gives the County authority to terminate for cause at any time by providing a 3 days' prior written notice. The tiedown permit further gives authority to the County to move the aircraft to a transient tiedown and assess a towing charge if the tenant fails to remove the aircraft from the assigned space on or before the cancellation or termination of the permit. Such actions are consistent with adopted Airport policies.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to terminate the Agreement and pursue legal action against Tenant would result in the Airport being unable to enforce adopted Airport policies and procedures.



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: May 7, 2019

Subject: Amendment to Consulting Services Agreement with Kimley-Horn and Associates, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute Amendment 1 to the Consulting Services Agreement between the County and Kimley-Horn and Associates, Inc. (Kimley-Horn), effective January 28, 2019, to (i) increase the scope of work to be performed by Kimley-Horn, (ii) increase the payment limit by \$344,820.00 to a new payment limit of ----\$654,220.00, (iii) extend the term of the contract by two years, to June 30, 2021, and (iv) to permit Kimley-Horn to utilize additional subconsultants.

**FISCAL IMPACT:**

There is no negative impact on the General Fund. Costs incurred under the contract are paid by the Airport Enterprise Fund.

**BACKGROUND:**

On July 18, 2017, the Board of Supervisors approved a two-year consulting services agreement with Kimley-Horn and Associates, Inc. (Kimley-Horn), under which Kimley-Horn is providing engineering and planning services for the Buchanan Field Airport

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/07/2019**  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

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ATTESTED: May 7, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925)  
681-4200

cc:

Layout Plan (“ALP”) update project. The scope of the project is to identify future facility needs at the airport, land use designations at the airport, the airport’s development direction, and the creation of an updated Airport Layout Plan drawing set for the airport.

The work performed by Kimley-Horn under the contract to date has revealed that additional engineering and planning services are needed to satisfactorily complete the project. Specifically, Amendment No. 1 will add the following additional tasks to the scope of work to be performed under the contract:

### BACKGROUND: (CONT'D)

1. Kimley-Horn will prepare the Federal Aviation Administration land release documentation package to allow for the release of seventeen acres of County-owned land at the airport for non-aeronautical use that is currently designated for aeronautical use.
2. Kimley-Horn will provide the County with a pen and ink ALP update to depict the building envelope for the upcoming three-acre business park project as required by Federal Aviation Administration policies.
3. Kimley-Horn will perform a runway safety analysis of Runway 1L-19R at the airport in order to determine the appropriate future runway designation and provide an action plan to meet the new associated runway safety standards and requirements.

### CONSEQUENCE OF NEGATIVE ACTION:

If the Airports Division does not amend the Buchanan Field ALP update project agreement, it will be unable to complete necessary elements of the project, which could result in a loss of business and associated revenue for the Airport Enterprise Fund.



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: May 7, 2019

Subject: APPROVE AND AUTHORIZE AMENDMENT 2 TO CONSULTING SERVICES AGREEMENT WITH C & S ENGINEERS, INC.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute Amendment 2 to the Consulting Services Agreement with C & S Engineers, Inc. to add four additional Subconsultants.

**FISCAL IMPACT:**

There is no negative impact on the General Fund. There is no change to the contract amount with all contract costs being paid by the Airport Enterprise Fund.

**BACKGROUND:**

C & S Engineers, Inc. (Contractor) would like to have Shah Kawasaki Architects (SKA), Chang Consultants, R.E.Y. Engineers, Inc. and HELIX Environmental Planning added to their Consulting Services Agreement as their subconsultants. The Contractor will need the additional subconsultants to complete the following Airport required tasks:

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

Action of Board On: **05/07/2019**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

- A YE:
- 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

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ATTESTED: May 7, 2019

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)

1. Buchanan Field Drainage & Flood Control Study Update
2. Review and sign-off of the Site Plan by an Architect so that the permits can be issued, and the Byron ARFF garage can be installed.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, Contractor will not be able to use Shah Kawasaki Architects (SKA), Chang Consultants, R.E.Y. Engineers, Inc. and HELIX Environmental Planning to perform the additional work required to complete the Drainage and Flood Control Study Update and the permits for the Byron ARFF Garage will not be issued further stalling the installation of the metal structure.

ATTACHMENTS

Amendment 2 - C&S Engineers



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: May 7, 2019

Subject: Exclusive Negotiating Agreement – Montecito Development Company, LLC for Land at the Buchanan Field Airport, Concord Area (District IV)

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute an Exclusive Negotiating Agreement with Montecito Development Company, LLC, a California limited liability company, for the negotiation of a long-term lease of approximately 17-acres of land on the west side of the Buchanan Field 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:**

On November 13, 2018, the Board authorized the Director of Airports, or designee, to negotiate a long-term ground lease and development terms for this vacant 17-acre site. The property is located on the west side of Buchanan Field Airport generally between Marsh Drive and

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/07/2019**  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

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ATTESTED: May 7, 2019

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)

Sally Ride Drive. The proposal from Montecito Development Company, LLC (Montecito) was the only offer the County received following a solicitation for competitive interest in the site.

Montecito desires to lease the site and develop it for non-aviation commercial purposes. Because the parcel is currently designated for aviation use on the existing Buchanan Field Airport Master Plan, the Airports Division is in the process of applying to the Federal Aviation Administration (FAA) to permit non-aviation use at this location. This process will involve undertaking the Federal NEPA environmental review process and completing the land release package to allow for non-aeronautical use of the property.

By entering into an exclusive negotiation agreement with Montecito, Montecito can actively market the property to identify a tenant or tenants. Further, it will enable the County and Montecito to feel confident in proceeding with all of the review processes, including Federal NEPA environmental review, necessary to complete the FAA process for the release of the land for non-aviation uses. It will also enable the parties to proceed with the land use entitlement process. Finally, it will enable the parties to proceed with the CEQA process, as mandated by State law.

Development of this 17-acre vacant parcel would expand economic development activity at the Buchanan Field Airport and lead to increased revenues to the Airport Enterprise Fund and added local jobs.

## CONSEQUENCE OF NEGATIVE ACTION:

A delay in entering into an exclusive negotiating agreement will result in a delay of developing vacant land at Buchanan Field Airport and may negatively impact the Airport Enterprise Fund and County General Fund.

## ATTACHMENTS

Montecito - Exclusive Negotiating Agreement



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: May 14, 2019

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 Reno Aero Works, LLC. for a Shade hangar at Buchanan Field Airport effective May 8, 2019 in the monthly amount of \$165.00, Pacheco area (District IV).

**FISCAL IMPACT:**

The Airport Enterprise Fund will realize \$1,980.00 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 responsible for the maintenance and property

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019**  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

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ATTESTED: May 14, 2019

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

ABSENT: Federal D. Glover, District V  
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925) 681-4200

cc:

management of the property during the lease period.

## BACKGROUND: (CONT'D)

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.

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## CONSEQUENCE OF NEGATIVE ACTION:

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

## ATTACHMENTS

Hangar Rental Agreement