

**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord, CA 94520
Thursday, July 11, 2019 at 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 June 13, 2019 Meeting Minutes**
- 4. Consider Consent Items**
 - a. Accept the airport Noise & Statistics Report (May 2019)
 - b. Accept the relevant Board actions that occurred on June 4th, 11th & 18th
- 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 (see attachment)
 - c. Discuss the Work Plan to be submitted to the San Francisco Bay Regional Water Quality Control Board regarding Per and Polyfluoroalkyl substances (PFAS), Buchanan Field and Byron Airport
 - d. Discuss the Status of the Airport Innovation and Technology Business Attraction Program, Buchanan Field and Byron Airport (see attachment)
 - e. Review and discuss input of the initial layout plan for the new general aviation Terminal, Aircraft Rescue and Firefighting facility, and administration office, Buchanan Field Airport (see attachment)
 - f. Discuss updates regarding JetSuiteX service, Buchanan Field Airport
 - g. Discuss new office construction at the Conco Aviation Hangar, Buchanan Field Airport
 - h. Discuss a self-service fuel option, Buchanan Field Airport
 - i. Discuss updates regarding the new aircraft hangar and tie-down agreements, Buchanan Field and Byron Airport
 - j. Discuss the 280-288 Buchanan Field Road property lease end and reversion back to the County
- 6. Future Agenda Items**
- 7. Adjourn**

**Next AAC Meeting (tentative): August 8, 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	Y							1
Cody Moore	Airports Bus. Assoc.	cody@ccrjet.com	----	----	Y	ABS	ABS	Y							2
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y	Y	Y	ABS	Y	Y							1
Ronald Reagan	District 3	ron@rmsea.com	ABS	ABS	Y	Y	Y	Y							2
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	ABS	Y	Y	ABS	Y	Y							2
Russell Roe	District 5	russroe@pacbell.net	Y	Y	ABS	Y	Y	ABS							2
Keith McMahon	City of Concord	keithcmcmahon@gmail.com	ABS	Y	Y	Y	Y	Y							1
Roger Bass	District 2	twofivexray@yahoo.com	Y	ABS	ABS	Y	Y	Y							2
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	Y	Y	Y	ABS	Y							1
Tom Weber	District 4	Tr-weber@sbcglobal.net	Y	Y	Y	Y	Y	Y							
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y	Y	Y	Y	Y	Y							
Donna Dietrich	Airport Neighbor - Pacheco	concordcascade_mgr@equitylifestyle.com	Y	ABS	ABS	Y	ABS	ABS							4
Steven Starratt	Airport Neighbor - Byron	starratt@pacbell.net	Y	Y	Y	Y	Y	Y							
Was There a Quorum? Y or N			Y	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 McMahon	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
JUNE 13, 2019**



MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:00 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
Roger Bass, District II
Eric Meinbress, Member At-Large
Dale Roberts, District I
Derek Mims, City of Pleasant Hill
Maurice Gunderson, Chair, Member At-Large
Cody Moore, Airport Business Association

ABSENT: **Russell Roe, District V**
Donna Dietrich, Airport Neighbor – Pacheco

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

COMMENTS

BY CHAIR: Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

The Airport Land Use Commission (ALUC) is looking for one new at-large member to represent the general public for a four-year term. There is a total of nine candidates. Interviews will be held at the next ALUC meeting on June 20th.

Keith Freitas reported an aircraft crash took place on June 9th. The aircraft was based at Buchanan Field Airport and was a rental aircraft of fixed-base operator Sterling Aviation, Inc.. The National Transportation Safety Board will make a final determination in 9-12 months. Airport staff and the AAC gave their condolences to the family and friends of the pilot.

**APPROVAL OF
5/9/19 MINUTES:**

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

APPROVAL OF

CONSENT ITEMS:

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

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

There were no items pulled from consent.

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

There was no update on the Byron Airport General Plan Amendment. The Department of Conservation and Development is working on setting up a meeting with staff and consultants as well as getting the current contract with consultants, Dudek, extended.

c. Discuss the notice from the San Francisco Bay Regional Water Quality Board (State Water Board) regarding Per and Polyfluoroalkyl substances

This item is an update from the May 9th AAC meeting. Airport staff, along with 31 commercial airports in California, were advised by the State Water Board that firefighting foam, which is required by the Federal Aviation Administration (FAA), contains per and polyfluoroalkyl substances. The concern is the contaminant may be harmful to our health and water system. The 31 commercial airports were mandated to create a work plan and perform testing. Staff, County Counsel and consultants, Mead and Hunt, are putting together a work plan for Buchanan Field and hope to have it finalized by mid-July.

d. Discuss the Aviation Innovation and Technology Business Attraction meeting that took place May 22nd

The County Airports Division is exploring ways to proactively position Buchanan Field and Byron Airport to attract aviation innovation and technology businesses (both established and emerging). On May 22nd, airport staff hosted their first Airport Innovation and Business Attraction roundtable discussion involving individuals who are knowledgeable and/or involved in the industry (UAS and autonomous vehicles/aircraft), venture capital financing, real estate development, and economic development. After brainstorming ideas, airport staff have come up with a draft strategy/plan to achieve this goal by 1) educating aviation startups about the County Airports; and 2) supporting them by providing two diverse airports as designated test sites. Buchanan Field currently has two tech startups, Xwing, a San Francisco-based company developing autonomous flight technology for aircraft; and Volans-I, a San Francisco-based company providing logistic services by building UAS for various applications such as delivery of spare parts and medical supplies.

It was noted in the AAC meeting that the Lekas property (located on the west side of Buchanan Field) may be an option for future available office space once the property reverts to the County on July 7, 2019. The AAC concluded the discussion with the importance of timing as the demand in UAS/tech industries has risen immensely.

e. Discuss Runway 14L/32R construction project set to being in 2020, Buchanan Field Airport

The FAA has approved funding of approximately \$3,700,000 for the Runway 14L/32R rehabilitation project at Buchanan Field. The Public Works-Construction Division published the project and the bid opening is planned for June 25, 2019. The Public Works Department will be on a short timeline to rank all bids, submit the lowest responsive bidder to the FAA for review, then execute grant acceptance documents by July 31, 2019.

f. Discuss the terminal, administration office and aircraft rescue and firefighting building, Buchanan Field Airport

Airport staff received and reviewed several building layouts from consultants, The KPA Group, for the new terminal building at Buchanan Field. The building is expected to total approximately 16,000 square feet and will include administrative office space, airport rescue and firefighting (ARFF) space, public space to support scheduled/unscheduled air service providers, office space for aviation businesses, and general public meeting space. Staff is looking to break ground in 2021.

g. Discuss the Airport Layout Plan (ALP) update, Buchanan Field Airport

Airport staff are currently updating the Buchanan Field Airport Layout Plan (ALP) which includes re-designating 17-acres of vacant land (across from the Airport Office) for non-aeronautical use. Staff reported the ALP narrative is almost complete and plan to submit the documents to the FAA in late fall.

h. Discuss the 2019 Jumpstart Conference, June 2-5

Airport staff attended the 2019 Jumpstart Air Service Development Conference in June. This conference is a “speed dating” program designed to bring airports and airlines together for brief strategic meetings. Airports request a private, 20-minute meeting with up to ten airlines, and airlines also make their own wish list of communities they would like to meet. Airlines reported as bigger commercial airports are environmentally constrained to accommodate too much future growth, airlines are looking ahead to identify alternative airports to serve areas. There are many impediments to overcome, but it is good to know there is other interest and opportunities, big and small.

FUTURE AGENDA ITEMS/COMMENTS

None specified.

ADJOURNMENT: The Chair adjourned the meeting at 11:12 a.m..

FINAL

**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 8th 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 1st, 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 22nd 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..

Contra Costa County Airports Monthly Operations Report

May 2019

	May 2019	May 2018	YTD 2019	YTD 2018	% CHANGE 2018/2019
AIRCRAFT OPERATIONS					
Total Operations	9,395	10,803	39,349	49,227	-20%
Local Operations	4,851	5,564	19,439	27,044	-28%
Itinerant Operations	3,266	3,691	14,526	16,044	-9%
Total Instrument Ops	1,084	1,234	4,486	5,098	-12%
FUEL FLOWAGE					
100 Octane	21,666	25,156	96,051	98,867	-3%
Jet Fuel	130,116	119,877	512,350	541,070	-5%
Total	151,782	145,033	608,401	639,937	-5%
BYRON INFORMATION					
Byron Fuel	8,335	7,398	39,624	39,707	0%
Bay Area Skydiving Fuel Purchased (gallons)	1,800	1,800	6,756	5,501	23%
Glider Operations					
Tow Aircraft	104	102	830	796	4%
Glider Aircraft	104	102	830	796	4%

Noise Abatement Statistics

May 2019

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2019	2019	2018	2019	2018	
TOTAL NUMBER OF COMPLAINTS	6	8	10	93	72	29%
LOCATION OF COMPLAINTS						
Concord	2	2	7	16	42	-62%
Pleasant Hill	2	2	2	28	11	155%
Pacheco	0	0	0	1	1	0%
Martinez	1	3	0	3	1	200%
Byron	0	0	0	0	0	0%
Other	1	1	0	15	12	25%
Subtotal	6	8	9	63	67	-6%
Special Events	0	0	1	30	5	500%
Total Number of Complaints	6	8	10	93	72	29%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		8	9	70	51	
Byron Airport		0	0	0	0	
Law Enforcement/Lifeguard Lights		0	0	7	6	
Non-associated		0	1	16	15	
TIME OF INCIDENT						
Day (0700 - 1700)		6	6	62	47	
Evening (1700 - 2200)		1	4	7	17	
Night (2200 - 0700)		1	0	12	7	
All Times		0	0	12	1	
TYPE OF COMPLAINT						
Noise		7	2	40	31	
Low Flying		0	3	4	10	
Noise and Low Flying		1	5	47	29	
Too Many Aircraft		0	0	0	0	
Other		0	0	2	2	
TYPE OF AIRCRAFT						
Jet		3	3	12	17	
Propeller		5	7	55	29	
Helicopter		0	0	6	11	
All Types		0	0	6	6	
Unknown		0	0	14	9	
TOTAL AIRCRAFT OPERATIONS		9,395	10,803	39,349	49,227	-20%
COMPLAINTS PER 10,000 OPERATIONS		9	9	24	15	62%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY		9	8	18	10	72%

January

(4) - Complaints from (1) Concord Household

April

(1) Non-assoc. unknown, Walnut Creek

February

(1) Non-assoc. unknown, Walnut Creek

May

(3)- Complaints from (1) Martinez Individual

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

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

The following certified Board Orders are attached:

- June 11, 2019..... APPROVE and ADOPT the Disadvantaged Business Enterprise Program for County Airports. (100% Federal Aviation Administration Funds)*
- June 18, 2019..... APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a Software and Services Agreement with ECS Imaging, Inc., in the amount not to exceed \$60,635 for the implementation, license and support of Laserfiche, an electronic records content management system, for the period of June 11, 2019, through June 4, 2024. (100% General Fund – Venture Capital Funds)*



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: June 11, 2019

Subject: APPROVE and ADOPT the Disadvantaged Business Enterprise (DBE) Program for County Airports

RECOMMENDATION(S):

APPROVE and ADOPT the revised Disadvantaged Business Enterprise (DBE) Program for County Airports,

AUTHORIZE and DIRECT the Public Works Director, or designee, to sign and submit the DBE Program for County Airports document to the Federal Aviation Administration for acceptance, and

RESCIND the existing Disadvantaged Business Enterprise Program approved by the Board of Supervisors on January 15, 2019, with regard to the Federal Aviation Administration.

FISCAL IMPACT:

Costs associated with the DBE Program for County Airports will be funded 100% by Federal Aviation Administration Funds. Without a DBE Program for County Airports, the County will not be eligible for federal funding for airport projects.

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

Action of Board On: **06/11/2019** 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

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: June 11, 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:

On January 15, 2019, the Board of Supervisors approved the new DBE Program for the County Airports. However, since that time additional Federal Aviation Administration (FAA) requirements have been incorporated into the DBE Program. Due to the number of changes, the County Airports are asking for the Board of Supervisors to approve and adopt the updated DBE Program.

Upon Board approval of the attached DBE Program for the County Airports, the Public Works Department will submit the attached DBE Program for County Airports to the FAA for Acceptance.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board does not take the recommended action, FAA may stop authorizing Federal funds for County Airport Projects.

ATTACHMENTS

Contra Costa DBE Program

Contra Costa County 19'-21' Goal Methodology for DBE Program



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: June 18, 2019

Subject: Authorization to Execute an Agreement with ECS Imaging, Inc.; Buchanan Field and Byron Airport

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a Software and Services Agreement with ECS Imaging, Inc., in the amount not to exceed \$60,635.00 for the implementation, license and support of Laserfiche, an electronic records content management system, for the period of June 11, 2019, through June 4, 2024. Concord and Byron Areas (District III and District IV).

FISCAL IMPACT:

100% Venture Capital Funds (General Fund)

BACKGROUND:

The Public Works Department-Airports

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/18/2019** 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: June 18, 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)

Division ("Airports") is heavily reliant on paper records, such as (but not limited to): public records, Federal Aviation Administration (FAA) records, airport as-built maps, airport property plans, airport emergency plans, emergency contact information, emergency supply locations and inventories, etc.. The Airports has a responsibility to be financially self-sufficient, as is a requirement by the FAA; expediting access to critical files, would greatly assist the Airports in fulfilling that requirement.

The Airports Division consists of two airports, Buchanan Field in Concord, CA and Byron Airport in Byron, CA. These records are currently stored in inconvenient office areas or warehouse space throughout our Concord facility, which has taken up work areas for Airport staff and leads to an inefficient use of staff time, making it especially difficult for Byron Airport staff in locating records. Buchanan Field and Byron Airport are designated as reliever sites in the event of a catastrophic incident in the larger region. The Airports would like to bring conformity to both Buchanan Field and Byron Airport and be consistent with Public works policies regarding long-term goals with records storage.

Under the contract, the County agrees to defend and indemnify the Laserfiche licensor, Compulink Management Center, Inc. from and against claims brought against them arising out of the County's breach of the agreement, claims the County's data, or use of the service in violation of the agreement, or claims that their use of the County Data is not authorized.

CONSEQUENCE OF NEGATIVE ACTION:

Without approval of the contract, the Airports will continue to be heavily reliant on paper records and unable to improve administration and operations systems and staff time efficiency.

ATTACHMENTS

ECS Imaging Software & Services Agreement



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: June 18, 2019

Subject: Contract Amendment with Dudek, Inc., to Continue Work on the Byron Airport General Plan Amendment

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with Dudek, a corporation, to extend the term from June 30, 2019 through December 31, 2020, and increase the payment limit by \$48,785 to a new payment limit of \$272,586, to provide continued service to complete the environmental impact report (EIR) for the Byron Airport General Plan Amendment (GPA) and Airport Land Use Compatibility Plan (ALUCP) update in the Byron area.

FISCAL IMPACT:

The environmental review for the Byron Airport GPA and ALUCP update is 100% funded from the Mariposa Energy Project Community Benefits Fund.

BACKGROUND:

The Department of Conservation and Development has contracted with Dudek to prepare the EIR for the Byron Airport GPA and ALUCP update. Two significant and unanticipated events occurred in the past year. First, while the draft EIR was being prepared, a potential developer approached the County and proposed adding to the project approximately 11.7

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 06/18/2019 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: June 18, 2019

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

By: Laura Cassell, Deputy

Contact: Will Nelson (925)
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cc:

acres adjacent to Byron Airport. Since this land was not included in previous studies supporting the EIR (biology, cultural resources, etc.), supplemental studies

BACKGROUND: (CONT'D)

were necessary. Second, Dudek and County staff determined that the amount of anticipated development necessitated preparation of a water supply assessment pursuant to Senate Bill 610. Neither of these occurrences was anticipated in the EIR budget or schedule. Thus, staff recommends that the contract payment limit be increased and the term be extended through December 31, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If the contract with Dudek is not amended, then the EIR for the Byron Airport GPA and ALUCP update will not be completed.

Contra Costa County Airports Creative Brief

July 1, 2019

What is it?

The Contra Costa County Airports Division (CCAD) is proactively promoting our airports and services (Buchanan Field and Byron) to attract aviation emerging innovation and technology businesses. Buchanan Field is in a dense suburban environment and Byron Airport is in a rural environment. Together these airfields offer businesses a unique opportunity to design, develop, and test in both environments in the heart of the Bay Area.

This brief is provided to support the development of a name for this effort as well as a brand. First, a name will be crafted and then identify branding will be created.

Market Need

Many Bay Area companies are developing aviation-related technologies and products. These companies have been traveling to remote locations or out of state to perform testing because of the restricted and crowded nature of the Bay Area airspace and neighborhoods. CCAD solves this acute problem by providing two welcoming aviation-testing sites in close proximity to San Francisco and Silicon Valley.

Target Audience

The target users are aviation technology startup companies based in San Francisco Bay Area and Silicon Valley that need aviation testing and development environments in close proximity to their headquarters and employee base.

Key Messages

The following are key messages we want to convey:

- **Location, Location, Location:** Buchanan Field and Byron Airports are located just 30 miles from downtown San Francisco and 50 miles from Silicon Valley, providing businesses with close-to-home locations for their employees. Easy access is available via BART and freeways.
- **Facilities:** CCAD's two airports have a selection of offices, workshops and hangars available for short-term and long-term lease.
- **Services:** There are full-service aviation providers at the two facilities that include pilot training, aircraft rental, aircraft maintenance, avionics, fabrication, aircraft storage, fuel, and other specialty aviation services.
- **Airspace:** Two different aviation testing environments allow businesses to grow in place: Buchanan Field is an FAA controlled airfield in Class D Airspace and Byron Airport is an uncontrolled airfield in Class G Airspace, going up to 700 feet.
- **Positive FAA Relationships:** We have strong relationships and a proven track record with the Federal Aviation Administration and will eagerly assist companies to acquire the required operational and/or airspace permits/waivers.

- Business Forward: Support at the County's highest political level, staff concierge service, numerous support service options readily available, short and long term leases, and flexibility to grow and move between facilities.

Brand Values

The services and facilities offered by CCAD allow startups to focus on developing the future. Therefore, the brand associated with this offering includes these values:

- future forward
- technology-centric way of doing business
- agile
- easy to work with
- knows me and anticipates my needs

Key Benefit

Startups approaching CCAD can use aviation-specific services and facilities with minimal cost and hassle.

Competition

Other airports used in the local area include Half Moon Bay and Hollister. Official UAS test ranges in other states like Reno and Pendleton Oregon are also used.

Airports in the Bay Area proper such as PAO, SQL, SFO, OAK, and HWD are too busy, very expensive, and have nearby populations which makes them unsuitable for development and test.

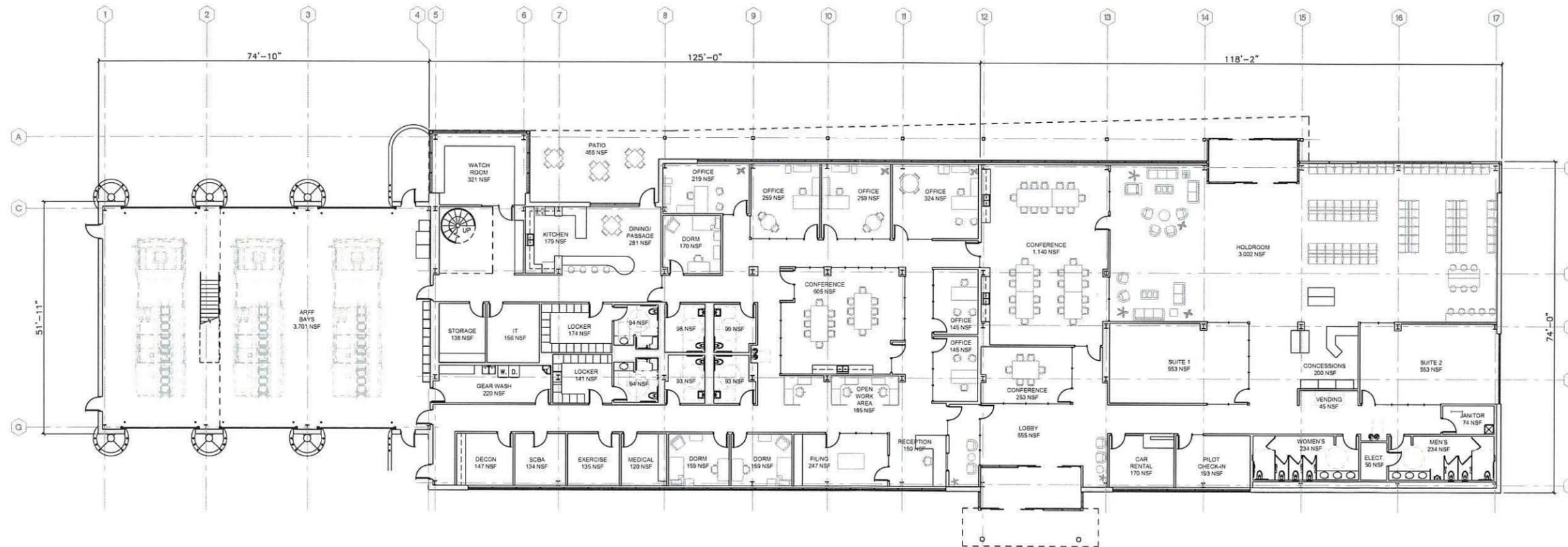
CCAD removes barriers that other airports have in place.

Go To Market Strategy

In order to attract tenants, we envision a program of direct outreach, individual and group presentations, conference attendance and participation, and individual networking. Collateral will include a dedicated website, standardized and customized presentations, and social media presence. The details of all of these elements are still in the planning stages. Specifically, to get the word out we intend to target startups, their VC investors, local, state and federal regulators (FAA et al), and influence groups (CalPilots et al).

Core thought

The CCAD team is ready, willing and able to assist new aviation related startup companies access suitable work site facilities, obtain FAA airspace waivers/approvals, connect with needed aviation service providers, and quickly provide access to two ideal airspace development and testing sites.



PLAN NORTH
1 FIRST FLOOR PLAN 22,377 SF
 1" = 10'
 0 5 10 20

CONTRA COSTA COUNTY
BUCHANAN FIELD AIRPORT
 CONCORD, CA 94520

Revisions:

Client Number: xxxx
 Client Project Number: XXXX
 KPA Project Number: 000.00
 Date: JULY 2, 2019

Sheet Title:

OVERALL
 FIRST FLOOR PLAN
 OPTION 1

Sheet Number:

A101