

**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord, CA 94520
Thursday, August 8, 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 July 11, 2019 Meeting Minutes**
- 4. Consider Consent Items**
 - a. Accept the airport Noise & Statistics Report (June 2019)
 - b. Accept the relevant Board actions that occurred on July 9th, 23rd & 30th
- 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 and provide input regarding initial general aviation, aircraft rescue and firefighting facility and administration office, Buchanan Field Airport
 - d. Discuss the status of the Skyview Aviation lease at 505 Eagle Court, Byron Airport
 - e. Discuss new office construction at the 700 Sally Ride Drive Aviation Hangar, Buchanan Field Airport
 - f. Discuss the reversion of the 280-288 Buchanan Field Road property back to the County, Buchanan Field Airport
 - g. Discuss the 17-acre development, Buchanan Field Airport
 - h. General discussion of touring other regional airports with new general aviation terminals, Buchanan Field Airport
 - i. Discuss new proposed locations of the public viewing plaza, control tower and other impacts with the new general aviation terminal, aircraft rescue and firefighting facility and administration office, Buchanan Field Airport
 - j. Discuss Federal Aviation Administration grant funding and project timing for the Runway 14L/32R pavement rehabilitation project, Buchanan Field Airport
 - k. 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
 - l. Discuss the status of the airport innovation technology business attraction program, Buchanan Field and Byron Airport
 - m. Discuss Byron Airport AAC meeting
- 6. Future Agenda Items**
- 7. Adjourn**

Next AAC Meeting (tentative at Byron Airport): September 12, 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	Y						1
Cody Moore	Airports Bus. Assoc.	cody@ccrjet.com	-----	-----	Y	ABS	ABS	Y	Y						2
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y	Y	Y	ABS	Y	Y	Y						1
Ronald Reagan	District 3	ron@rmsea.com	ABS	ABS	Y	Y	Y	Y	Y						2
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	ABS	Y	Y	ABS	Y	Y	Y						2
Russell Roe	District 5	russroe@pacbell.net	Y	Y	ABS	Y	Y	ABS	ABS						3
Keith McMahan	City of Concord	keithcmcmahan@gmail.com	ABS	Y	Y	Y	Y	Y	Y						1
Roger Bass	District 2	twofivexray@yahoo.com	Y	ABS	ABS	Y	Y	Y	Y						2
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	Y	Y	Y	ABS	Y	Y						1
Tom Weber	District 4	Tr-weber@sbcglobal.net	Y	Y	Y	Y	Y	Y	Y						
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y	Y	Y	Y	Y	Y	Y						
Donna Dietrich	Airport Neighbor - Pacheco	concordcascade_mgr@equitylifestyle.com	Y	ABS	ABS	Y	ABS	ABS	Y						4
Steven Starratt	Airport Neighbor - Byron	starratt@pacbell.net	Y	Y	Y	Y	Y	Y	Y						
Was There a Quorum? Y or N			Y	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 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
JULY 11, 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
Donna Dietrich, Airport Neighbor – Pacheco
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**

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 couple items brought up during public comment regarding hangar doors at Buchanan Field Airport and airport innovation opportunities with Contra Costa Transportation Authority (CCTA) at Byron Airport.

**APPROVAL OF
6/13/19 MINUTES:**

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

**APPROVAL OF
CONSENT ITEMS:**

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

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

The contract with consultants, Dudek, has been extended to the end of the calendar year 2020. County Staff received the administrative draft environmental impact report, hoping to receive comments by County staff this August. The AAC requested Will Nelson with the department of Conservation and Development (DCD), to attend the next AAC meeting.

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 June 11th 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, contains per and polyfluoroalkyl substances which may be harmful to our health and water system. 31 commercial airports were mandated to create a work plan and perform testing. Staff have been researching responses from larger airports. A work plan must be submitted to the State Water Board by August, then will have 90 days to perform testing and submit an analysis after the work plan is approved.

d. Discuss the status of the Aviation Innovation and Technology Business Attraction Program, Buchanan Field and Byron Airport

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). Staff continues to work on a marketing strategy. Airport staff mentioned that there is available space located at 280-288 Buchanan Field Road. The property reverted to the County on July 7, 2019. The general concept is to create an efficient and accessible program that is flexible for emerging aviation businesses.

e. Review and discuss input of the initial layout plan for the new general aviation Terminal, administration office and aircraft rescue and firefighting building, Buchanan Field Airport (see attachment)

The AAC reviewed a building layout of the proposed terminal building at Buchanan Field Airport. The building will include administrative office space, airport rescue and firefighting space, public space to support scheduled/unscheduled air service providers, office space for aviation businesses, and meeting space for the general public. Staff is looking to break ground in 2021. The AAC provided comments and compared other airport terminals to assist Airport staff in the refining process.

f. Discuss updates regarding JetSuiteX service, Buchanan Field Airport

Beginning September 1, 2019, JetSuiteX will be discontinuing direct flights to Las Vegas; however, the three daily flights to Burbank will remain unchanged. The AAC expressed concern, but airport staff reassured them that JetSuiteX is fully committed to Buchanan Field Airport.

g. Discuss new office construction at the Conco Aviation hangar, Buchanan Field Airport

On May 29th, DCD approved the application for Conco Aviation Center (Conco) to build a 2,000 square foot office space attached to their large aircraft hangar located at 700 Sally Ride Drive at Buchanan Field Airport. Conco is currently applying for building permits. DCD Permitting Building Division staff reports that permit review will take 6-8 weeks.

h. Discuss a self-service fuel option, Buchanan Field Airport

Bob Thompson with Pacific States Aviation (PSA) reported they will soon be providing a self-service fueling station at 101 John Glenn Drive at Buchanan Field Airport. The land survey for the project is complete. The fuel vendor Vasco will provide one tank. PSA staff are nearing package completion to submit to the DCD Permitting Building Division.

i. Discuss updates regarding the new aircraft hangar and tie-down agreements, Buchanan Field and Byron Airport

The process of updating the new hangar and tiedown agreements is nearing completion. Once complete, airport staff will send to tenants for review and comment. Staff's goal is to make the agreements more regionally user friendly; however, tenants should also note that tiedown tenants will soon be required to provide proof of insurance. The AAC discussed concerns regarding non-operational aircraft on the airfield. Airport staff are aware and are working with Risk Management to resolve.

j. Discuss the 280-288 Buchanan Field Road property lease end and reversion back to the County

This property is located on the west side of Buchanan Field Airport. The property was previously leased to Lekas and reverted to the County on July 7, 2019 after 55 years. Airport staff are working with the current tenants to execute new month-to-month agreements with the County. There is space available and staff hopes to use this as part of a marketing strategy to attract aviation technology businesses.

FUTURE AGENDA ITEMS/COMMENTS

- Discuss UAS/drone opportunities with CCTA at Byron Airport
- Discuss the status of the Skyview Aviation lease, Byron Airport
- Discuss other regional airports with new general aviation terminals, Buchanan Field Airport
- Discuss the 3-acre/17-acre development, Buchanan Field Airport
- Discuss new proposed locations of the public viewing plaza, control tower and other impacts with the new general aviation terminal, aircraft rescue and firefighting facility and administration office, Buchanan Field Airport

ADJOURNMENT: The Chair adjourned the meeting at 10:49 a.m..

FINAL

**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..

Contra Costa County Airports Monthly Operations Report

June 2019

	June 2019	June 2018	YTD 2019	YTD 2018	% CHANGE 2018/2019
AIRCRAFT OPERATIONS					
Total Operations	8,786	10,382	48,135	59,609	-19%
Local Operations	3,559	4,950	22,998	31,994	-28%
Itinerant Operations	3,973	4,160	18,499	20,204	-8%
Total Instrument Ops	989	985	5,475	6,083	-10%
FUEL FLOWAGE					
100 Octane	30,627	31,141	126,678	130,008	-3%
Jet Fuel	113,262	112,544	625,612	653,624	-4%
Total	143,889	143,685	752,290	783,632	-4%
BYRON INFORMATION					
Byron Fuel	13,884	5,696	53,508	45,403	18%
Bay Area Skydiving Fuel Purchased (gallons)	2,000	2,010	8,756	7,511	17%
Glider Operations					
Tow Aircraft	150	102	980	898	9%
Glider Aircraft	150	102	980	898	9%

Noise Abatement Statistics

June 2019

	# Of Callers		Complaints		YTD	YTD	% CHANGE
	2019	2019	2018	2019	2018		
TOTAL NUMBER OF COMPLAINTS	12	12	22	105	94	12%	
LOCATION OF COMPLAINTS							
Concord	3	3	6	19	48	-60%	
Pleasant Hill	1	1	3	29	14	107%	
Pacheco	1	1	1	2	2	0%	
Martinez	4	4	2	7	3	133%	
Byron	0	0	1	0	1	0%	
Other	0	0	2	15	14	7%	
Subtotal	9	9	15	72	82	-12%	
Special Events	3	3	7	33	12	175%	
Total Number of Complaints	12	12	22	105	94	12%	
COMPLAINTS ASSOCIATED WITH							
Buchanan Field Airport		12	19	82	70		
Byron Airport		0	1	0	1		
Law Enforcement/Lifeguard Lights		0	0	7	6		
Non-associated		0	2	16	17		
TIME OF INCIDENT							
Day (0700 - 1700)		8	17	70	64		
Evening (1700 - 2200)		3	1	10	18		
Night (2200 - 0700)		0	0	12	7		
All Times		1	4	13	5		
TYPE OF COMPLAINT							
Noise		2	9	42	40		
Low Flying		1	3	5	13		
Noise and Low Flying		9	7	56	36		
Too Many Aircraft		0	1	0	1		
Other		0	2	2	4		
TYPE OF AIRCRAFT							
Jet		1	3	13	20		
Propeller		6	11	61	40		
Helicopter		3	1	9	12		
All Types		1	2	7	8		
Unknown		1	5	15	14		
TOTAL AIRCRAFT OPERATIONS							
		8,786	10,382	48,135	59,609	-19%	
COMPLAINTS PER 10,000 OPERATIONS							
		14	21	22	16	38%	
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY							
		14	18	17	12	45%	

January

(4) - Complaints from (1) Concord Household

April

(1) Non-assoc. unknown, Walnut Creek

June

(3) Special Event- Wings of Freedom

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:

- July 9, 2019..... APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Gordon Campbell for a T-hangar at Buchanan Field Airport effective June 20, 2019 in the monthly amount of \$350.00. (100% Airport Enterprise Funds)
- July 9, 2019..... APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Kerry Curtis for a T-hangar at Buchanan Field Airport effective July 5, 2019 in the monthly amount of \$350.00. (100% Airport Enterprise Funds)
- July 9, 2019..... APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with John Potter for a Shade Hangar at Buchanan Field Airport effective July 10, 2019 in the monthly amount of \$350.00. (100% Airport Enterprise Funds)
- July 9, 2019..... APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Randy Potter for a T-hangar at Buchanan Field Airport effective June 15, 2019 in the monthly amount of \$390.00. (100% Airport Enterprise Funds)
- July 9, 2019..... APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Apsis Aviation, LLC. for a T-hangar at Buchanan Field Airport effective July 1, 2019 in the monthly amount of \$350.00. (100% Airport Enterprise Funds)
- July 23, 2019..... APPROVE and AUTHORIZE the Director of Airports, or designee, to terminate the sublease of the real property known as Unit 5 at 288 Buchanan Field Road, Concord; and AUTHORIZE County Counsel to initiate legal action to regain possession of the real property if tenant fails to vacate premises on or before July 6, 2019. (100% Airport Enterprise Funds)

July 30, 2019..... *APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Andre Elghawi for a Shade hangar at Buchanan Field Airport effective July 13, 2019 in the monthly amount of \$140.00. (100% Airport Enterprise Funds)*



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: July 9, 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 Gordon Campbell for a T-hangar at Buchanan Field Airport effective June 20, 2019 in the monthly amount of \$350.00, Pacheco area (District IV).

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,200 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 management of the property during the lease period.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 07/09/2019 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: 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: July 9, 2019

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

ABSENT: John Gioia, District I
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925) 681-4200

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.

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: July 9, 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 Kerry Curtis for a T-hangar at Buchanan Field Airport effective July 5, 2019 in the monthly amount of \$350.00, Pacheco area (District IV).

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,200.00 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 management of the property during the lease period.

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

Action of Board On: 07/09/2019 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

- AYE: 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: July 9, 2019
David J. Twa, County Administrator and Clerk of the Board of Supervisors

- ABSENT: John Gioia, District I
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925) 681-4200

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.

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: July 9, 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 John Potter for a Shade hangar at Buchanan Field Airport effective July 10, 2019 in the monthly amount of \$165.00, Pacheco area (District IV).

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$1,980.00 annually.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/09/2019** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: 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: July 9, 2019
David J. Twa, County Administrator and Clerk of the Board of Supervisors

ABSENT: John Gioia, District I
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925) 681-4200

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 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: July 9, 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 Randy Potter for a T-hangar at Buchanan Field Airport effective June 15, 2019 in the monthly amount of \$390.00, Pacheco area (District IV).

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,680.00 annually.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 07/09/2019 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: 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: July 9, 2019

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

ABSENT: John Gioia, District I
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925) 681-4200

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 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: July 9, 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 Apsis Aviation, LLC. for a T-hangar at Buchanan Field Airport effective July 1, 2019 in the monthly amount of \$350.00, Pacheco area (District IV).

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,200.00 annually.

BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/09/2019** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: 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: July 9, 2019

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

ABSENT: John Gioia, District I
Supervisor

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925) 681-4200

BACKGROUND: (CONT'D)

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 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 Agreement



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: July 23, 2019

Subject: AUTHORIZE LEGAL ACTION TO REGAIN POSSESSION OF UNIT 5 LOCATED AT 288 BUCHANAN FIELD ROAD, CONCORD

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to terminate the sublease of the real property known as Unit 5 at 288 Buchanan Field Road, Concord, between the County's master tenant, the Connie J. Lekas-Lecatsas Declaration of Trust, and the subtenant, which has been identified by the master tenant as Patrick O'Keefe, d/b/a Golden Gate Petroleum, if the subtenant does not vacate the premises on or before July 6, 2019, the expiration date of the master lease. AUTHORIZE County Counsel to initiate legal action to regain possession of the real property.

FISCAL IMPACT:

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

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/23/2019** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I
Supervisor
Candace Andersen, District II
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: July 23, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee (925) 681-4200

BACKGROUND:

The County entered into a master lease dated July 7, 1964 (Master Lease), under which the County leased the real property located at 280 - 288 Buchanan Field Road in Concord to a tenant for development. The real property consists of approximately 1.4 acres on the west side of Buchanan Field Airport. In accordance with the terms of the Master Lease, the tenant constructed two buildings on the site for light industrial use. The buildings are configured for use as warehouses and offices. Currently, there are thirteen separate units in the two buildings. The Master Lease terminates on July 6, 2019. Upon termination of the Master Lease, the County will be the owner of the improvements on the real property and the landlord to the current subtenants.

To make the transition to County management easier for the existing subtenants, Airports staff contacted all the subtenants to see if they were interested in continuing to rent their existing unit on a month-to-month basis from the County. Airports staff has received responses from all but one of the existing subtenants, the occupant of Unit 5 at 288 Buchanan Field Road ("Premises"). The current tenant under the Master Lease has informed Airport staff that the Premises is occupied by Patrick O'Keefe, d/b/a Golden Gate Petroleum, but has not provided the County with a copy of the sublease agreement identifying the current subtenant.

Airport staff invited all of the subtenants to meet on May 30, 2019, to do a walk-through of the property in preparation of the impending expiration of the Master Lease. The subtenant of the Premises did not attend the walk-through. On the same day, Airport staff learned that the subtenant of the Premises was in default of his sublease by virtue of being three months behind in paying rent. We understand the account has since been brought current, following service of a 3-day notice.

Airports staff is requesting authority to initiate legal action to regain possession of the Premises if the subtenant of the Premises does not vacate the Premises by the time the Master Lease expires. Such action is consistent with adopted Airport policies. In addition, by recovering possession of the Premises, the Airport will be able to make the space available to other interested parties.

CONSEQUENCE OF NEGATIVE ACTION:

If the Airport fails to regain possession of the Premises, a private party may continue to use County property without an agreement with the County and without providing compensation to the County. A delay in action will negatively impact the Airport Enterprise Fund.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: July 30, 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 Andre Elghawi for a Shade hangar at Buchanan Field Airport effective July 13, 2019 in the monthly amount of \$140.00, Pacheco area (District IV).

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$1,680.00 annually.

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/30/2019** 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: July 30, 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 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 management of the property during the lease period.

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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