

Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord, CA 94520
Thursday, December 12, 2019, 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 November 14, 2019 Meeting Minutes**
- 4. Consider Consent Items**
 - a. Accept the airport Noise & Statistics Report (October 2019)
 - b. Accept the relevant Board actions that occurred on November 5th of 2019
- 5. Presentation- UAS/Drone Flight Authorization Near Airports (LAANC)**
- 6. 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 280 & 288 Buchanan Field Road appraisal and license Agreement
 - d. Discuss status update of development proposed for Parcel C (northwest corner of Marsh Drive and Solano Avenue)
 - e. Discuss status update of the PFAS Work Plan for Buchanan Field Airport
 - f. Discuss status update of development proposed for 16 acres across from the Director of Airport Office
 - g. Discuss status of the aviation development on 3 acres at Byron Airport
 - h. Discuss status update for 3 acre light industrial project at Buchanan Field
 - i. Discuss Marsh Bridge replacement project (Neal Leary)
 - j. Discuss final budget for the Fiscal year 2018/2019
 - k. Discuss safety of driving on Airports
 - l. Accept 2019 AAC Annual Report
 - m. East County Marketing partnership
- 7. Future Agenda Items**
- 8. Adjourn**

Next AAC Meeting (tentative): January 9, 2020 at 10:00am
Next Airport Committee Meeting (tentative): February 12, 2020 at 11:00am

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	Y	Y	Y	Y		1
Cody Moore	Airports Bus. Assoc.	cody@ccrjet.com	----	----	Y	ABS	ABS	Y	Y	Y	ABS	Y	ABS		4
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y	Y	Y	ABS	Y	Y	Y	Y	Y	Y	Y		1
Ronald Reagan	District 3	ron@rmsea.com	ABS	ABS	Y	Y	Y	Y	Y	ABS	Y	Y	Y		3
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	ABS	Y	Y	ABS	Y	Y	Y	Y	Y	Y	Y		2
Russell Roe	District 5	russroe@pacbell.net	Y	Y	ABS	Y	Y	ABS	ABS	ABS	Y	Y	Y		4
Keith McMahan	City of Concord	keithcmcmahan@gmail.com	ABS	Y	Y	Y	Y	Y	Y	Y	ABS	ABS	Y		3
Roger Bass	District 2	twofivexray@yahoo.com	Y	ABS	ABS	Y	Y	Y	Y	Y	Y	Y	Y		2
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	Y	Y	Y	ABS	Y	Y	Y	Y	Y	Y		1
Tom Weber	District 4	Tr-weber@sbcglobal.net	Y	Y	Y	Y	Y	Y	Y	Y	ABS	Y	Y		1
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y	Y	Y	Y	Y	Y	Y	Y	ABS	Y	Y		1
Donna Dietrich	Airport Neighbor - Pacheco	concordcascade_mgr@equitylifestyle.com	Y	ABS	ABS	Y	ABS	ABS	Y	Y	ABS	ABS	ABS		6
Steven Starratt	Airport Neighbor - Byron	starratt@pacbell.net	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Was There a Quorum? Y or N			Y	Y	Y	Y	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	7/31/19	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
NOVEMBER 14, 2019**

MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:03 AM at Buchanan Field Airport

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

ABSENT: **Cody Moore**, Airport Business Association
Donna Dietrich, Airport Neighbor – Pacheco

STAFF PRESENT: Keith Freitas, Director of Airports
Beth Lee, Assistant Director - Administration

COMMENTS

BY CHAIR: Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

Keith Freitas reminded everyone that Santa is coming to Buchanan Field Airport on Saturday, December 7, 2019 at 10am.

Ronald Reagan suggested that a change should be made to the September minutes regarding the Vasco Road-Byron Highway Connector. On the minutes, it states that it would need a majority vote to pass, when it should have stated that it would need a super majority vote in order to pass.

Maurice Gunderson acknowledged AAC member Donna Dietrich will be out for a while recovering from surgery due to a bad fall.

APPROVAL OF

10/10/19 MINUTES: **Moved by Derek Mims; seconded by Roger Bass. Yes: Emily Barnett, Russell Roe, Tom Weber, Eric Meinbress, Ronald Reagan, Steven Starratt, Dale**

Roberts, Keith McMahon and Maurice Gunderson. No: None. Abstained: None. Absent: Cody Moore and Donna Dietrich.

**APPROVAL OF
CONSENT ITEMS:**

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

DISCUSSION/ACTION ITEMS:

a. Discuss items pulled from consent

The County Ordinance noise violation letters from January to October 2019 was pulled. Daniel Wick discussed letters and the importance of managing noise and restrictions. Airport staff will continue contacting local airports, flight schools, and clubs to remind them of the County Airport Ordinance flight restrictions.

b. Discuss the take action as deemed necessary relative to the Byron Airport General Plan Amendment. Schedule, milestones and status of deliverables

Beth Lee acknowledged that consultants are aware that County staff is very displeased with the work product we've received so far. A senior level manager has agreed to be more involved and help oversight the process. At a previous meeting, the consultants presented County staff with a revised administrative draft environmental report but there were grammatical/reference mistakes and some of the chapters (like transportation) needed more extensive revisions. A meeting was scheduled the following week with the traffic consultants, DCD, and Airport staff and we should have more information in the next 30 days. Keith Freitas informed everyone that both supervisors, Burgis and Mitchoff, gave Will Nelson, the project manager from the Department of Conservation and Development the authority to terminate the contract if he feels that they cannot deliver a good document. He also explained the risk of starting all over with a new contract and feels it's best to try and salvage the contract already in place if we can. If we were to start over, Emily Barnett suggested we ask for some sort of refund from the company.

c. Discuss the Bay Area Aviation Technology test site (BA²T²S) update

Keith Freitas stated that the County had a visit from Singapore Economic Development Board. They toured the Buchanan Field Airport for a couple of hours; they were very pleased with what they saw and eager to work with the Airport. Due to their congested airspace, Singapore doesn't allow much testing done there at present and are looking at testing options in the United States. The FAA already has seven pilot program locations designated for drone testing; New Mexico, Nevada, North Dakota, Texas, Alaska, New York, and Virginia. Originally the plan was to potentially partner with Nevada but we didn't get much interest most likely because they look at us as a competitor. Alaska, New Mexico and North Dakota have all expressed interest in partnering with the County. We are currently leaning more towards Alaska, which already has partnered with airports in Hawaii, Oregon, Iceland, Kansas and Mississippi. Airport staff is also researching an option to develop a COA (Certificate of Authorization) to attract testing.

Keith McMahon expressed that the public may have concerns with using terms such as drones, UAS, and VAS. He suggested that the public information be more informative.

d. Review of airport items discussed at the November 2, 2019 MDPA breakfast meeting

Maurice Gunderson expressed how important it is for Airport staff to attend these breakfast meetings to keep them updated with what's going on with AAC and items discussed. Beth Lee explained that all items on the current agenda were discussed at the breakfast meeting. One exception is advising the MDPA participants that we expect to start a master plan for Buchanan Field Airport in either 2021 or 2022 depending on funding. She encouraged everyone to be involved as it might have some changes that affect the airfield and airport stakeholders.

e. Discuss the current gate access control policy

Keith gave an update on the importance of not allowing piggy-back access through the vehicle gates. Airport staff is currently working on putting up painted "HOLD HERE" signs near the reader box to help prevent piggy backing.

f. Discuss terminal building design update

Pictures of the new building design for the new general aviation, aircraft rescue & firefighting (ARFF) facility, and administration office at Buchanan Field Airport were presented. Keith mentioned that now is the time to voice any suggestions stakeholders may have regarding the building site plan and design. Emily Barnett was very pleased with design; especially with the number of conference rooms. The building size is just under 20,000 sq. ft. and once the funding is received, we have the green light to move forward with completing the plan sets and building permit process. Questions about adding a second floor in the future were raised, but due to all the ADA requirements, that would roughly cost a minimum of \$1,000,000. The site plan was designed to allow expansion to the north and south.

In the current Master Plan, the best location for the tower would be on the west side of Buchanan Field. Maurice Gunderson informed the committee that original tower was located on the west side. Airport Staff is working with various FAA parties to find funding for a new tower which is estimated to cost about \$12,000,000.

g. Overview of habitat conservation program for Byron Airport

Daniel Wick explained the Brushy Creek Conservation Bank (BCCB) and the Byron Airport Habitat Management Land (HML) Conservation Easements and Habitat Management Plans specify actions and goals for conservation, such as grazing to achieve target grass heights, in support of Kit Fox and Burrowing Owl. The Range Manager visits a minimum of 7 times a year to report on habitat conditions and monitor cattle grazing on the Byron Airport HML. The Wildlife Biologist generally perform biennial and every-fifth-year visits, to monitor special status species on the Byron Airport HML. More than half of the Byron Airport (830 acres) property is set aside for HML which was required to construct the airport. Dale Roberts asked to get updates on how the plants and animals were doing. The Airport does not receive money to pay for the Range Manager and Biologist. The 120-acres BCCB was donated to the County in 2016 and is within the runway safety area for the airport and has conservation easements for the protection of burrowing owls.

h. Discuss status update of development proposed for Parcel C (northwest corner of Marsh Drive and Solano Avenue)

This agenda item was deferred to the AAC meeting in December.

i. Discuss status update of the PFAS work plan for Buchanan Field Airport

This agenda item was deferred to the AAC meeting in December.

j. Discuss status update of development proposed for 16 acres across from the director of airport office

This agenda item was deferred to the AAC meeting in December.

k. Discuss status of the aviation development on 3 acres at Byron Airport

This agenda item was deferred to the AAC meeting in December.

l. Discuss status update for 3-acre light industrial project at Buchanan Field

This agenda item was deferred to the AAC meeting in December.

FUTURE AGENDA ITEMS/COMMENTS

- **Discuss status update of development proposed for 4.6 acres parcel c (northwest corner of marsh drive and solano avenue)**
- **Discuss status update of the PFAS work plan for Buchanan Field Airport**
- **Discuss status update of development proposed for 16-acres across from the director of Airport Office**
- **Discuss status of the aviation development on 3-acres at Byron Airport**
- **Discuss status update for 3-acre light industrial project at Buchanan Field**
- **Discuss 280 & 288 Buchanan field road appraisal and rental agreement**
- **Discuss marsh bridge replacement project (Neal Leary)**
- **Discuss final budget for the fiscal year 2018/2019**
- **Discuss safety of driving on Airports**
- **2019 AAC Annual Report**

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

FINAL

**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MEETING MINUTES
OCTOBER 10, 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
Steven Starratt, Airport Neighbor – Byron Airport
Roger Bass, District II
Cody Moore, Airport Business Association
Tom Weber, Vice Chair, District IV
Eric Meinbress, Member At-Large
Dale Roberts, District I
Derek Mims, City of Pleasant Hill
Russell Roe, District V
Ronald Reagan, District III

ABSENT: **Keith McMahon**, City of Concord
Donna Dietrich, Airport Neighbor – Pacheco

STAFF PRESENT: Keith Freitas, Director of Airports
Russell Milburn, Assistant Director - Operations
Mark Goodwin, District III, Chief of Staff

COMMENTS

BY CHAIR: Chair Maurice Gunderson welcomed the attendees.

PUBLIC COMMENT PERIOD:

Keith Freitas acknowledged Alina Zimmerman's promotion to Secretary of the Public Works-Administration Division. Airport staff will be moving through the standard County process to back fill the position.

APPROVAL OF

9/12/19 MINUTES: Moved by **Ronald Reagan**; seconded by **Russell Roe**, Yes: **Emily Barnett, Tom Weber, Eric Meinbress, Steven Starratt, Dale Roberts, Cody Moore, Roger Bass and Maurice Gunderson**. No: None. Abstained: None. Absent: **Keith McMahon and Donna Dietrich**.

APPROVAL OF

CONSENT ITEMS: Moved by **Roger Bass**; seconded by **Maurice Gunderson**, Yes: **Emily Barnett, Tom Weber, Eric Meinbress, Steven Starratt, Dale Roberts, Cody Moore, Roger Bass and Maurice Gunderson**. No: None. Abstained: None. Absent: **Keith McMahon 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 schedule, milestones and status of deliverables (Will Nelson, Department of Conservation and Development)

Consultants, Dudek, provided a second administrative draft environmental impact report (ADEIR). It is marginally better than the first one; however, there are still grammatical issues and other various technical problems. County staff discussed the deficiencies with Dudek, and they have reluctantly agreed to edit and clean the document prior to having County staff review again. Will Nelson, the project manager, is giving Dudek one more chance to revise and submit the ADEIR. If unsuccessful, staff will have to cancel the contract and staff will move through the standard County process of putting out a new solicitation. The revised ADEIR is expected to be submitted this month to County staff. The AAC expressed their frustrations with Dudek. Airport staff thanked the AAC for their efforts in assisting with and taking action as deemed necessary as it relates to the Byron Airport general plan amendment.

c. Discuss the Bay Area Aviation Technology Test Site (BA²T²S) update

Keith Freitas acknowledge that the County has some official warehouse hanger space, such as 280 and 288 Buchanan Field Road, available to market for startup companies interested in coming to both Buchanan Field and Byron Airport. Maurice Gunderson expressed UAV development at the Byron Airport is an allowable use under the current airport general plan because they are aviation related and therefore are not impacted by the general plan amendment process. The Singapore Economic Development Board stopped by for a tour and to discuss aviation testing opportunity. The Singapore Board was very intrigued at what the County is doing here and looks forward to doing future business with the Airport. Director Freitas expressed that in 30 years in aviation, he's never seen this amount of energy and interest in the airports potential.

d. 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

Emily Barnett expressed concern that the new terminal will affect the public viewing plaza. Keith Freitas talked about how much space the new terminal will take and fencing around the ramp so that people will have an area to walk around. New restrooms will be proximate to, and available for the public viewing area. Concerns of where JSX and others will go during the construction process were raised, however, Keith Freitas said we will address that when the time comes. Airport staff will meet with Federal Aviation Administration (FAA) following week to discuss funding. Would like to start construction in 2021. Roger Bass asked AAC board members to send pictures of any airports that they might be visiting soon.

e. Discuss the current gate access control policy for affiliates, Buchanan Field and Byron Airport

Russell Milburn went over rules, violations, and consequences. Keith Freitas then went to explain the importance of not piggy backing through the gates and that a tenant has a problem with this situation to

immediately contact operations. Tenant/affiliate should stop in front of gate to make sure it closes completely, and that no unauthorized person has entered. Eric Meinbress suggested a softer approach with tenant. Talks of additional signs being put up at the gate to help remind tenants of the rules Tenant should make sure affiliate members knows and follows all the rules. Emily Barnett brought up the possibility of rewarding tenants who follow the rules. The AAC thanked both Keith Freitas and Russell Milburn for attending the breakfast and bringing awareness to gate access pros and cons.

f. Discuss and accept the AAC meeting schedule for 2020

Ronald Reagan moved for the approval of the 2020 AAC meeting schedule and it was 2nd by Maurice.

g. Discuss airport security and the proposed location for them, Buchanan Field and Byron Airport

Russell Milburn presented a draft of proposed new “Airport Video Monitoring” signs, and their proposed placement, for both Buchanan and Byron. Concerns were brought up that in a 30mph zone users will not see or pay attention to a sign and just ride right past it. Ronald Reagan suggests putting sign somewhere where traffic is slower or stopped. Russell Milburn explained that the size they plan on using is 8x8 ft, which will be hard to miss and will consider speed for locations. The idea to also light the signs was also discussed.

h. Discuss and review proposed Buchanan Field and Byron Airport FAA Capital Improvement program 2020-2035

Keith Freitas mentioned upcoming meeting with FAA regarding funding for the County’s capital improvement program list. They discussed projects eligible for funding, with the new terminal coming up first. Ronald Reagan had some concerns with Byron Airport being last on the list. Self-serving fuel is slowly moving through the permit process. Maurice Gunderson acknowledged how well Keith Freitas did with putting together the 2020-2035 Capital Improvement Program.

FUTURE AGENDA ITEMS/COMMENTS

- **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**
- **Discuss the Bay Area Aviation Technology Test Site (BA²T²S)**
- **Discuss driving on airport grounds and challenges**
- **Discuss statement showing support to Will Nelson of the Department of Conservation and Development not being help responsible for the lack of the contractor’s activity**
- **Discuss MDPA updates**
- **Discuss grant award**
- **Discuss self-serving fuel**
- **Discuss LAANC update**

ADJOURNMENT: The Chair adjourned the meeting at 11:23 AM.

Noise Abatement Statistics

October 2019

	# Of Callers		Complaints		YTD	YTD	% CHANGE
	2019	2019	2018	2019	2018		
TOTAL NUMBER OF COMPLAINTS	12	12	15	181	141	28%	
LOCATION OF COMPLAINTS							
Concord	4	4	7	33	67	-51%	
Pleasant Hill	3	3	2	61	25	144%	
Pacheco	0	0	0	6	3	100%	
Martinez	1	1	2	20	8	150%	
Byron	0	0	0	0	1	0%	
Other	3	3	4	27	25	8%	
Subtotal	11	11	15	147	129	14%	
Special Events	0	0	0	33	12	175%	
Total Number of Complaints	11	11	15	180	141	28%	
COMPLAINTS ASSOCIATED WITH							
Buchanan Field Airport		8	9	140	100		
Byron Airport		0	0	1	1		
Law Enforcement/Lifeguard Lights		3	2	15	12		
Non-associated		1	4	25	28		
TIME OF INCIDENT							
Day (0700 - 1700)		7	12	113	90		
Evening (1700 - 2200)		2	0	20	22		
Night (2200 - 0700)		3	2	28	18		
All Times		0	1	20	11		
TYPE OF COMPLAINT							
Noise		7	4	84	58		
Low Flying		2	3	15	23		
Noise and Low Flying		3	8	76	52		
Too Many Aircraft		0	0	1	1		
Other		0	0	5	7		
TYPE OF AIRCRAFT							
Jet		0	1	28	28		
Propeller		6	10	100	60		
Helicopter		5	3	20	21		
All Types		1	0	10	10		
Unknown		0	1	23	22		
TOTAL AIRCRAFT OPERATIONS							
		9,962	10,013	86,101	98,913	-13%	
COMPLAINTS PER 10,000 OPERATIONS							
		11	15	21	14	47%	
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY							
		8	9	16	10	61%	

January

(4) - Complaints from (1) Concord Household

April

(1) Non-assoc. unknown, Walnut Creek

June

(3) Special Event- Wings of Freedom

August

(1) Non- assoc. helicopter Martinez, outside control area

February

(1) Non-assoc. unknown, Walnut Creek

May

(3) Complaints from (1) Martinez individual

July

(1) Other, low flying, Walnut Creek

September

(3) Non-assoc, unknown, Walnut Creek
 (1) Non-Assoc, unknown, Brentwood
 (1) Non-assoc. Power line Helicopter, Martinez
 (1) Non-assoc. exhaust smell, Pleasant Hill

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

October

(1) Other, low flying helicopter, Clayton
 (1) Non-assoc. Pipe Line Helicopter, Benicia

Contra Costa County Airports Monthly Operations Report

October 2019

	October 2019	October 2018	YTD 2019	YTD 2018	% CHANGE 2018/2019
AIRCRAFT OPERATIONS					
Total Operations	9,962	10,013	86,101	98,913	-13%
Local Operations	5,002	4,808	41,348	50,999	-19%
Itinerant Operations	3,906	3,964	33,757	35,723	-6%
Total Instrument Ops	810	1,026	8,969	10,051	-11%
FUEL FLOWAGE					
100 Octane	24,597	23,800	215,664	222,411	-3%
Jet Fuel	121,132	105,955	1,080,039	1,106,684	-2%
Total	145,729	129,755	1,295,703	1,329,095	-3%
BYRON INFORMATION					
Byron Fuel	8,840	12,578	102,901	98,007	5%
Bay Area Skydiving Fuel Purchased (gallons)	1,000	2,000	12,731	18,071	-30%
Glider Operations*					
Tow Aircraft	186	192	1,394	1,308	7%
Glider Aircraft	186	192	1,394	1,308	7%

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

The following certified Board Orders are attached:

November 5, 2019..... AUTHORIZE the Director of Airports, or designee, to negotiate a long-term ground lease and development terms between the County, as Landlord, and Mark Scott Construction, Inc., as the developer, for approximately 3 acres of land at the north corner of Falcon Way and Eagle Court at the Byron Airport. (100% Airport Enterprise Funds)



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: November 5, 2019

Subject: Contra Costa Airports-Authorization to Negotiate Ground Lease & Development Terms for Approximately 3 Acres of County-Owned Land at the Byron Airport

RECOMMENDATION(S):

AUTHORIZE the Director of Airports, or designee, to negotiate a long-term ground lease and development terms between the County, as Landlord, and Mark Scott Construction, Inc., as the developer, for approximately 3 acres of land at the north corner of Falcon Way and Eagle Court at the Byron Airport.

FISCAL IMPACT:

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

BACKGROUND:

The development site is approximately 3-acres of vacant land owned by the County and located on the southwest side of Byron Airport generally at the north corner of Falcon Way and Eagle Court. The parcel is designated for aviation use on the Updated Airport Layout Plan for the Byron Airport.

The Airport Division of the Contra Costa County Public Works Department - Airports Division received a letter

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/05/2019** 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: November 5, 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)

of interest from Mark Scott Construction, Inc. to lease and develop the property for aviation use.

In accordance with the Airport Division's standard, the Airport Division solicited for competitive interest in developing the parcel prior to making a developer selection. This solicitation of competitive interest was transmitted to the current commercial tenants of both County airports and to those persons who have asked to be included on a list of developers interested in developing land at either of the County airports. The County did not receive any other letters of interest to develop this property.

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

Negotiation of lease terms would expand economic activity, provide additional revenues to the Airport Enterprise Fund, and expand aviation-related facilities and services at the Byron Airport. A business proposal must be consistent with the Airport Master Plan and General Plan for consideration. The proposed aviation development is consistent with the Byron Airport Master Plan and General Plan.

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

CONSEQUENCE OF NEGATIVE ACTION:

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



Federal Aviation Administration

UAS Data Exchange (LAANC)

The FAA UAS Data Exchange is an innovative, collaborative approach between government and private industry facilitating the sharing of airspace data between the two parties.

Under the FAA UAS Data Exchange umbrella, the agency will support multiple partnerships, the first of which is the **Low Altitude Authorization and Notification Capability (LAANC)**.



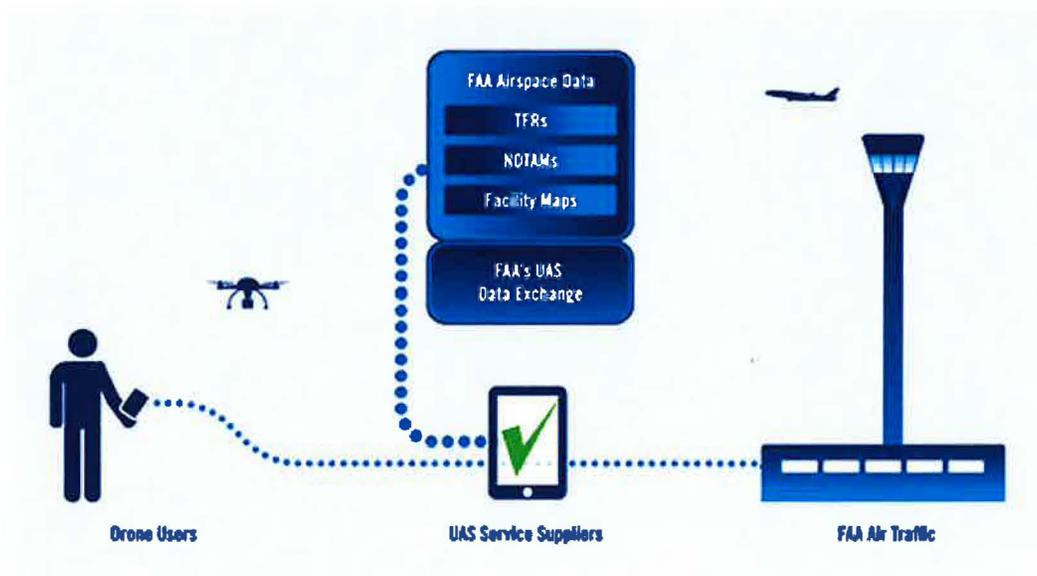
What is LAANC?

LAANC is the Low Altitude Authorization and Notification Capability, a collaboration between FAA and Industry. It directly supports UAS integration into the airspace.

LAANC provides:

- Drone pilots with access to controlled airspace at or below 400 feet.
- Air Traffic Professionals with visibility into where and when drones are operating.

Through the UAS Data Exchange, the capability facilitates the sharing of airspace data between the FAA and companies approved by the FAA to provide LAANC services. The companies are known as UAS Service Suppliers – and the desktop applications and mobile apps to utilize the LAANC capability are provided by the UAS Service Suppliers (USS).



How does it work?

LAANC automates the application and approval process for airspace authorizations. Through automated applications developed by an FAA Approved UAS Service Suppliers (USS) pilots apply for an airspace authorization.

Requests are checked against multiple airspace data sources in the FAA UAS Data Exchange such as UAS Facility Maps, Special Use Airspace data, Airports and Airspace Classes, as well as Temporary Flight Restrictions (TFRs) and Notices to Airmen (NOTAMs). If approved, pilots can receive their authorization in near-real time.

LAANC provides [airspace authorizations \(www.faa.gov/uas/commercial_operators/part_107/\)](http://www.faa.gov/uas/commercial_operators/part_107/) only.

How and when can drone pilots use LAANC?

Drone pilots planning to fly under 400 feet in controlled airspace around airports must receive an airspace authorization from the FAA before they fly.

The LAANC capability is available to pilots operating under the Small UAS Rule Part 107, OR under the exception for Recreational Flyers.

Access to the capability is provided through one of the FAA approved UAS Service Suppliers listed below. There are two ways to use LAANC:

- To receive a near real-time authorization for operations under 400 feet in controlled airspace around airports. (available to Part 107 Pilots and Recreational Flyers)
- To submit a "further coordination request" if you need to fly above the designated altitude ceiling in a UAS Facility Map, up to 400 feet. Applicants may apply up to 90 days in advance of a flight and the approval is coordinated manually through the FAA. (available to Part 107 pilots only)

To qualify under Part 107

(www.faa.gov/uas/commercial_operators/become_a_drone_pilot/), you must register your drone and hold a Remote Pilot Certificate.

To qualify as a Recreational Flyer (www.faa.gov/uas/recreational_fliers/), you must register your drone and follow these steps.

Note: If you are planning an operation in controlled airspace that requires a waiver AND an airspace authorization you must apply for both through the FAA's DroneZone (<https://faadronezone.faa.gov/#/>).

Where can I fly under LAANC?

LAANC is available ([laanc facilities/](#)) at approximately 400 air traffic facilities covering about 600 airports. If you want to fly in controlled airspace near airports not offering LAANC, you can use the [manual process to apply for an authorization](#) (<https://faadronezone.faa.gov/#/>).

LAANC is in beta and seeks to test its capability nationwide; the results will inform future expansions of the capability. Updates and expansions to LAANC will be announced here.

Approved LAANC UAS Service Suppliers

The following companies have completed the technical steps required — and entered into agreement with the FAA to provide LAANC Services:



Approved Service Supplier	Part 107 Near – Real Time Authorization	Part 107 Further Coordination	Exception for Recreational Flying/Section 44809
<u>Aeronyde</u>	✓	✓	
<u>Airbus</u>			
<u>AirMap</u>	✓	✓	✓
<u>AiRXOS</u>	✓	✓	
<u>Altitude Angel</u>			
<u>Converge</u>	✓	✓	
<u>DJI</u>			
<u>Harris Corporation</u>			
<u>Kittyhawk</u>	✓	✓	✓
<u>Project Wing</u>			
<u>Skyward</u>	✓	✓	
<u>Thales Group</u>			
<u>UASidekick</u>	✓	✓	✓
<u>Unify</u>			

✓ = Publicly available service

This list will be updated as additional partners are approved.

Note: Reference in this site to any specific commercial product, process, or service, or the use of any trade, firm or corporation name is for the information and convenience of the public, and does not constitute endorsement, recommendation, or favoring by the Federal Aviation Administration.



Real Estate Valuation and Consulting

AN APPRAISAL OF

Market Rent
280-288 Buchanan Field Road
Concord, California 94520



PREPARED FOR

Ms. Beth Lee
Assistant Director of Airports
Contra Costa County Airports Division
550 Sally Ride Drive
Concord, California 94520

File Number D197163

Bay Area/Corporate Office
140 Town & Country Drive, Suite F
Danville, CA 94526
p: 925 855-4950 / f: 925 855-4951

Sacramento/Central Valley Office
111 Woodmere Road, Suite 140
Folsom, CA 95630
p: 916 357-5860 / f: 916 357-5868

Zoning: (Unincorporated) Contra Costa County -- Unrestricted ("U")

General Plan: Contra Costa County -- Public/Semi-Public

Highest and Best Use: Industrial

Current Use: Multi-Tenant Industrial/Office Building

Scope of Work:

- Review all documentation provided by the client.
- Identify the appraisal problem.
- Review the subject property and neighborhood.
- Research neighborhood, city & county factors which might impact the subject property and its value, appeal and marketability.
- Determine the subject's highest and best use.
- Interview landlords and brokers familiar with market activity in the area.
- Analysis of the lease comparables in order to arrive at an opinion of market rent.
- Prepare appraisal report.
- Review report for content and compliance with the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute and the Uniform Standards of Professional Appraisal Practice (USPAP).
- All necessary investigation and analysis was made by the appraiser.
- This appraisal is for the sole use of the client and only for the specified use, and we are not responsible for unauthorized use of the report.

Conclusion of Market Rent: Office - \$0.90 per square foot per month, Modified Gross
Warehouse - \$0.75 per square foot per month, Modified Gross

Note: Modified Gross expenses consist of tenant paying all direct and common utilities plus payment of Possessory Interest Tax ("PIT"). Landlord pays for structural maintenance, insurance, and management.

Please see the General Assumptions and Limiting Conditions, Extraordinary Assumptions and Hypothetical Conditions regarding the values presented in this appraisal report.

Respectfully submitted,



Terry S. Larson, MAI
Certified General Real Estate Appraiser
California #AG007041, Exp. 11/30/2020



Gary D. Beckman
Certified General Real Estate Appraiser
California #AG044333, Exp. 05/07/2021

The buildings have been generally well maintained although, as mentioned above, several tenants indicated continuing issues with roof leaks and non-working heating units. Roof leaks have been attended to on an as-needed basis. Overall, the two structures are functional and habitable.

The property improvements are surrounded by an asphalt-paved open parking area, striped for a total of 49 parking spaces. Of this number, 24 are within the confines of a secured yard area enclosed by a gated chain-link fence. Twenty-five spaces are located directly in front of the two buildings or along the side of the property and are outside the fenced area. Additional ad-hoc parking is also available along Buchanan Field Road which passes in front of the two buildings. Buchanan Field Road was observed to have substantially degraded asphalt with moderate cracking and vegetative penetration noted.

The property includes nominal landscaping in front of the two buildings, consisting of shrubs, stone, and mature trees. The surrounding yard areas beside the buildings are paved with asphalt and appear to be generally sound.

Unit Conditions - The two buildings appear to generally be in their original condition with few modifications. The quality and condition of interiors varied based on the tenants use of the space. The industrial spaces ranged from basic storage garages to professional shop spaces with air handlers, lighting, spray booths, storage mezzanines and good quality office space (i.e., 280-5). One of the tenant spaces (i.e., 288-6) had been upgraded with additional restrooms, a kitchenette, and application of interior insulating panels (walls and ceiling). The principal portion of this upgraded space consists of a garage area with concrete floors used for storage of automobiles. It is our understanding that most of the upgraded interior improvements were installed and paid for by the tenants.

Adjacent Buildings and Neighborhood - The majority of buildings in the immediate vicinity of the subject are of metal or concrete block construction and are of average quality. Most appear to host tenants for aeronautical applications (e.g., airplane hangars, airplane service facilities) that rely on their proximity to Buchanan Airfield. The surrounding area to the west of the subject hosts varied uses with the largest area occupied by an extensive mobile home community. Additional industrial buildings are also present within the neighborhood.

Conclusion

The Subject being examined for determination of market rent consists of two metal/masonry buildings demised into a total of nine warehouse/shop spaces, two office units and two combination units with shop space and offices. The improvements are estimated to have been constructed in the 1970's and show expected levels of wear and tear. Although tenant units may have been subsequently modified and reconfigured, the two building shells appear to be as originally constructed, including the building roofs. Current condition is, in general, average to below average relative to comparable industrial properties.

SUBJECT HISTORY AND TENANT PROFILE

Until recently, the Subject property had been ground leased by a master tenant who developed the site as the Lekas Industrial Complex. The ground lease has expired, and the improvements have now reverted to the ownership of the Contra Costa County (Buchanan Field). The tenants are occupying their respective spaces on month to month terms. The various tenants include several auto restoration groups, both hobbyist and semi-professional, professional cabinet shop, and warehouse uses. Office spaces are mostly vacant although one such space is occupied. None of the current tenants utilize their units for aeronautical purposes.

Including both unit types, warehouse/shop and office, the average rental rate (monthly) for the currently occupied tenant spaces is approximately \$0.64 per square foot. The average rent for warehouse/shop space is \$0.63 and the average office rent (one leased space) is \$0.83.

Market Rent Analysis

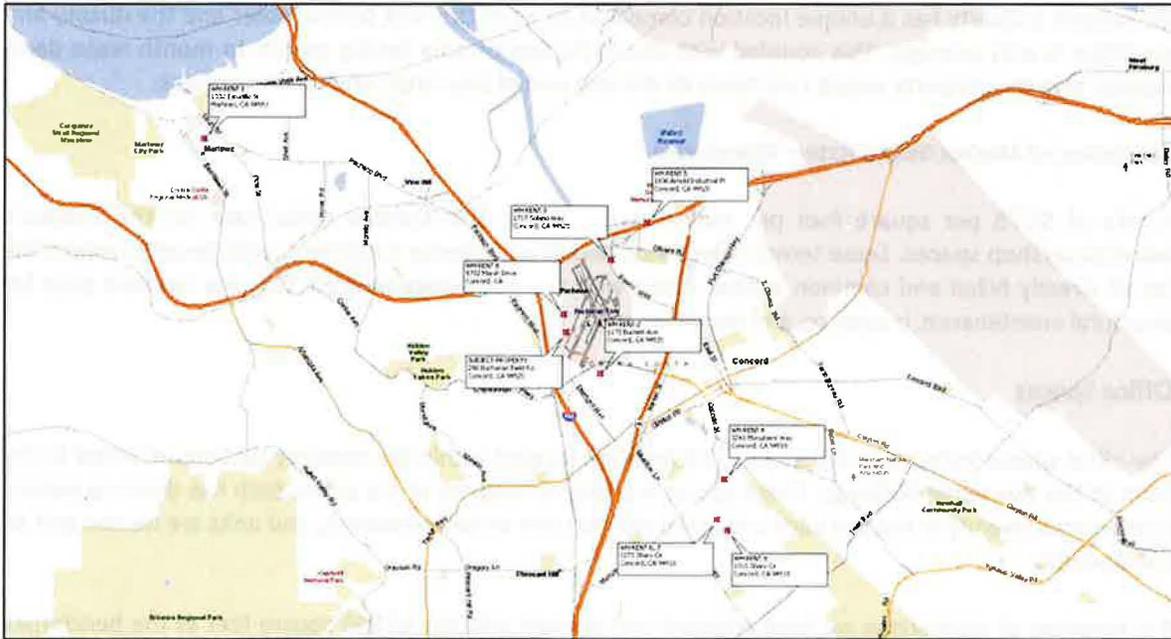
In order to develop an opinion of a general market rent for the two types of spaces we have examined a large number of offered and leased storage/industrial spaces and offered and leased general office spaces similar to those incorporated in the subject. We commence with an examination of currently available and in-effect rentals of warehouse/shop space within the subject's submarket area.

Warehouse/Shop Spaces

Most of the industrial developments recently available or rented are of reinforced concrete construction. This is in contrast with the subject which is an uninsulated metal building. The warehouse/shop spaces within the subject describe a range of features from very basic metal storage spaces with no office facilities (e.g., 288-1a) to more enhanced spaces with a substantial amount of office space (e.g., 280-1). Many of the tenants have altered their spaces over time and they are in some cases highly customized for their individual use.

For purposes of comparison we have selected the average unit size of 2,640 square feet as the benchmark warehouse/shop unit. This unit is a warehouse/shop space with a restroom and minimal office and represents basic warehouse/shop space.

The table below summarizes the survey of warehouse/shop spaces examined for this study. Most of the comparison rentals are within three miles of the subject, with all of the comparisons within 4.5 miles of the subject.



Analysis of Available Warehouse Spaces For Rent and Recent Warehouse Leases

Industrial spaces within the subject's submarket exhibit differences in applicable expenses, location, condition, features, amenities, and unit size. The table below summarizes adjustment of the comparable offerings and rentals.

COMPARABLE WAREHOUSE RENT ADJUSTMENTS

ELEMENTS OF COMPARISON	SUBJECT	RENT 1	RENT 2	RENT 3	RENT 4	RENT 5	RENT 6	RENT 7	RENT 8	RENT 9
RENT/SF/MO		\$1.01	\$1.40	\$1.35	\$1.05	\$0.68	\$0.82	\$0.97	\$1.17	\$1.07
Tenant Expenses Paid	MG	IG	IG	IG	IG	NNN	IG	IG	IG	IG
	Utilities, Poss Int Tax	-1%	-1%	-1%	-1%	19%	-1%	-1%	-1%	-1%
---Adjusted Rent		\$1.00	\$1.39	\$1.34	\$1.04	\$0.81	\$0.81	\$0.96	\$1.16	\$1.06
Conditions Of Lease		-10%	-30%		-10%		-10%	-30%	-30%	-30%
---Adjusted Rent		\$0.90	\$0.97	\$1.34	\$0.94	\$0.81	\$0.73	\$0.67	\$0.81	\$0.74
Concessions										
---Adjusted Rent		\$0.90	\$0.97	\$1.34	\$0.94	\$0.81	\$0.73	\$0.67	\$0.81	\$0.74
Market Conditions Adjustment		Listing	Listing	Listing	Jul-19	n/a	Mar-19	Mar-19	Jan-18	Aug-17
							6%	6%	8%	8%
---Adjusted Rent		\$0.90	\$0.97	\$1.34	\$0.94	\$0.81	\$0.77	\$0.71	\$0.88	\$0.80
PHYSICAL CHARACTERISTICS										
Location/Exposure		Inferior 10%	Similar	Similar	Similar	Similar	Similar	Similar	Similar	Similar
Average Unit Size (SF)	2,640	153 -20%	618 -15%	2,000 -5%	2,000 -5%	2,500	4,896 15%	3,196 5%	3,629 10%	1,650 -10%
Condition/Quality	avg/avg	poor/poor 10%	avg/avg	good/good -10%	avg/avg	avg/avg	avg/avg	avg/avg	avg/avg	good/good -10%
Clear Height	14-16 Feet	7 feet 20%	14 feet	16 feet	16-18 feet	18 Feet -5%	17-19 Feet -5%	17-19 Feet -5%	14 feet	16 feet
Construction	Metal	Wood-frame -3%	CTU -5%	CTU -5%	CTU -5%	Metal	CTU -5%	CTU -5%	CTU -5%	CTU -5%
NET ADJUSTMENTS		17%	-20%	-20%	-10%	-5%	5%	-5%	5%	-25%
ADJUSTED RENT/SF/MO		\$1.06	\$0.78	\$1.07	\$0.84	\$0.77	\$0.81	\$0.68	\$0.92	\$0.60

The adjusted comparables describe a range of rents for the average unit from roundly \$0.60 per square foot per month, Modified Gross to roundly \$1.07 per square foot. The average adjusted rent is \$0.84 per square foot while the median is \$0.81 per square foot. Of the comparables, Rent 5 is the only comparison rental that is of metal construction with an adjusted rent of \$0.77 per square foot. Overall,

COMPARABLE OFFICE RENTS

TENANT PROPERTY ADDRESS	DATE OF LEASE LEASE TERM UNIT AREA (SF)	QUALITY/CONDITION APPEAL YEAR BUILT	TENANT IMP. CONCESSIONS ESCALATIONS	CONSTRUCTION PARKING RATIO	EXPENSE BASIS	RENT/SF/MO.
1 Available 5528 Pacheco Boulevard Pacheco, CA 94553	Listing negotiable 2,200	good/good avg 1980	As Is 0 Months Annual Escalations	wood-frame 3.3/1,000 SF	IG	\$1.95
Comments: Available office space within a single-story Class C multi-tenant office building. The tenant will pay for all utilities, water, gas, electricity) and interior janitorial services. First floor unit with drive-up parking.						
2 Buchi and Sons, 3600 Clayton Road, Unit C-1 Concord, CA 94521	December-18 12 months 560	good/very good good 1974	As Is 0 Months n/a	wood-frame 2.7/1,000 SF	Full Service Gross	\$1.34
Comments: New lease of a second-floor office unit within a Class C office building of 5,374 SF. Parking is provided at ratio of 2.7 spaces per 1,000 SF. The C office building was built in 1974. The tenant space was reported to be fully built out as office space and was in excellent condition. The leasing broker reported that the landlord applied a premium and required a prepayment of a portion of the rents due to the short lease term and tenant credit						
3 Kinetic Energy Systems Corporation 2280 Diamond Blvd., Suite 160 Concord, CA 94520	June-18 24 months 840	good/good good 1971	As Is none annual escalations	wood-frame shared parking lot	IG	\$1.35
Comments: Small office space within a single-story Class B office building of 33,000 SF. The building is of wood-frame construction. Parking within the shared parking lot appears ample. Three parking spaces are specifically allocated to the unit with additional shared parking available for visitors and disabled persons. The office space was delivered in good finished condition with new paint and carpet. The office excludes a kitchenette. Restrooms are shared.						
4 Semitera 1130 Burnett Avenue, Suite J Concord, CA 94520	May-18 12 months 1,001	good/good good 1979	As Is none n/a	CTU 2.6/1,000 SF	IG	\$1.30
Comments: Flex/office space within a 23,096 office/flex development. The tenant space is provided with on-site at a ratio of 2.6 spaces per 1,000 SF. The landlord reported that space is in high demand and that no TI's are generally limited to paint and carpet for new tenants.						
5 not disclosed 1214 Contra Costa Blvd. Pleasant Hill, CA 94523	April-17 36 months 1,050	avg/avg avg 2003	As Is none annual escalations	wood-frame 4.7/1,000 SF	MG	\$1.40
Comments: Single-tenant office building with five parking spaces.						
6 not disclosed 3550 Willow Pass Road, Ste. 2-B Concord, CA 94519	October-16 not disclosed 420	good/avg avg 1969	As Is none annual escalations	wood-frame 4.7/1,000 SF	MG	\$1.35
Comments: Small office space within a 4,608 SF Class C, two-story office building. The tenant space is located on the second floor and the building lacks an elevator. Parking is provided on-site at a ratio of 4.7 spaces per 1,000 SF.						
Subject Property Benchmark Unit 288-1 288 Buchanan Field Road Concord, CA	month to month 853	avg/avg avg 1970	As Is 0 Months 3% annual escalations	1970 concrete masonry 5.7/1,000 SF	N/A	

Conclusion of Market Rental Rate – Office

The adjusted comparables describe a range of rents for the average office unit from \$0.76 per square foot per month to roundly \$1.43 per square foot per month. The highest estimate is a listing for an available office space. The average adjusted rent is \$0.95 per square foot while the median is \$0.88 per square foot.

Overall, we conclude that an average rental rate of \$0.90 per square foot per month, Modified Gross, is reasonable for the subject's office space. Lease terms reflect Modified Gross expense treatment, with tenants responsible for all directly billed utilities along with the Possessory Interest Tax. The landlord pays for structural maintenance, insurance, and management.

Final Conclusion

We have concluded an average Market Rent for the Warehouse space at \$0.75 and Office space at \$0.90 per square foot per month. Lease terms reflect Modified Gross expense treatment, with tenants responsible for all directly billed utilities along with the Possessory Interest Tax. The landlord pays for structural maintenance, insurance, and management.

SUBJECT PROPERTY PHOTOGRAPHS



Sally Ride Road – (primary access), viewing northward



Sally Ride Drive (primary access), viewing southward

SUBJECT PROPERTY PHOTOGRAPHS



Interior – Warehouse/Shop Unit 280-5

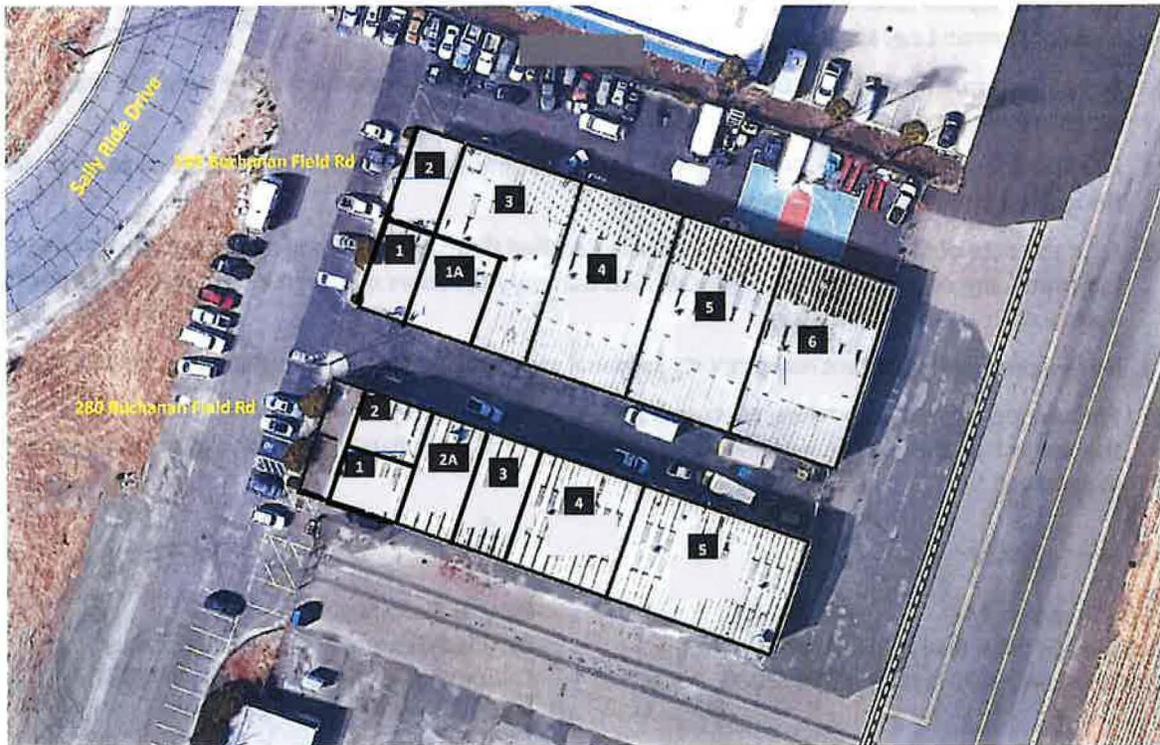


Interior – Warehouse/Shop Unit 280-5 – office/showroom

SUBJECT PROPERTY PHOTOGRAPHS



Interior – Warehouse/Shop Unit 280-2A



Aerial Map

GENERAL ASSUMPTIONS AND LIMITING CONDITIONS

1. The appraisers assume no responsibility for the legal description provided for matters pertaining to the legal or title considerations. Title is assumed to be good and marketable and the property is appraised free and clear of any encumbrances, unless otherwise stated. It is assumed that the property is under responsible ownership and management.
2. Information, estimates and opinions furnished to the appraiser(s) and contained in this report were obtained from sources considered reliable and believed to be true and correct. However, the appraisers give no warranty of the accuracy of such items furnished by others.
3. The appraisers are not required to give testimony or appear in court in connection with this appraisal unless prior arrangements have been made.
4. The sketches, maps, plats and exhibits in this report are included to assist the reader in visualizing the property. The appraisers have made no survey of the property and assume no responsibility in connection with such matters.
5. The appraisers assume that there are no hidden or unapparent conditions of the property, subsoil or structures, which would render it more or less valuable. The appraisers assume no responsibility for such conditions or for engineering which might be required to discover such factors.
6. The appraisers assume the property is in full compliance with all applicable federal, state, and local environmental regulations and laws unless non-compliance is stated, defined, and considered in the appraisal. The appraisers assume the property contains no hazardous materials or substances.
7. The appraisers assume all required licenses, certificates of occupancy, consents, and other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value opinions contained in the report are based.
8. The appraisers assume that the property complies with applicable zoning requirements, use regulations and other restrictions, unless a lack of conformity has been stated, defined, and considered in the appraisal report.
9. Any allocation of the total value opinion stated in this report between the site and improvements applies only under the stated program of use. The separate values allocated to the site and improvements may not be used in connection with any other appraisal and are invalid if so used. Any value opinions provided in the appraisal report apply to the entire property and any proration or division of the total into fractional interests will invalidate the value opinion unless such proration or division of interests has been stated in the report.
10. Disclosure of the contents of the appraisal report is governed by the Code of Professional Ethics of the Appraisal Institute and is subject to peer review.
11. The appraisers assume that the site and improvements are contained within the boundaries or property lines of the property described and that there are no encroachments unless noted in this report.
12. If only preliminary plans and specifications were available for use in the preparation of this assignment, then this appraisal is subject to a review of the final plans and specifications when available (at additional cost) and the appraisers reserve the right to amend this appraisal if substantial deviations exist.

GLOSSARY

Definitions are taken from the Dictionary of Real Estate Appraisal, 5th Edition, the Uniform Standards of Professional Appraisal Practice (USPAP) and Building Owners and Managers Association International (BOMA)

ABSOLUTE NET LEASE

A lease in which the tenant pays all operating expenses including structural maintenance, building reserves, and management, often a long-term lease to a credit tenant. **(Dictionary)**

AGGREGATE OF RETAIL VALUES (ARV)

The sum of the separate and distinct market value opinions for each of the units in a condominium, subdivision development, or portfolio of properties, as of the date of valuation. The aggregate of retail values does not represent an opinion of value; it is simply the total of multiple market value conclusions. **(Dictionary)**

AS-IS MARKET VALUE

The estimate of the market value of real property in its current physical condition, use, and zoning as of the appraisal date. **(Dictionary)**

ASSUMPTION

That which is taken to be true. **(USPAP)**

BUILDING RENTABLE AREA

The sum of all floor rentable areas. Floor rentable area is the result of subtracting from the gross measured area of the floor the major vertical penetrations on the same floor. It is generally fixed for the life of the building and is rarely affected by changes in corridor size or configuration. **(BOMA)**

CASH EQUIVALENCY

An analytical process in which the sale price of a transaction with nonmarket financing or financing with unusual conditions or incentives is converted into a price expressed in terms of cash. **(Dictionary)**

CLIENT

The party or parties who engage, by employment or contract, an appraiser in a specific assignment. The client may be an individual, group, or entity, and may engage and communicate with the appraiser directly or through an agent. **(USPAP)**

CONDOMINIUM

A form of ownership in which each owner possesses the exclusive right to use and occupy an allotted unit plus an undivided interest in common area. A multi-unit structure or a unit within such a structure with a condominium form of ownership. **(Dictionary)**

COVERAGE

The proportion of the net or gross land area of a site that is occupied by a building or buildings. **(Dictionary)**

DEED RESTRICTION

A provision written into a deed that limits the use of land. Deed restrictions usually remain in effect when title passes to subsequent owners. **(Dictionary)**

DEPRECIATION

1) In appraising, the loss is a property value from any cause; the difference between the cost of an improvement on an effective date of the appraisal and the market value of the improvement on the same date. **(Dictionary)**

DISPOSITION VALUE

The most probable price that a specified interest in real property is likely to bring under the following conditions:

- Consummation of a sale within an exposure time specified by the client;
- The property is subjected to market conditions prevailing as of the date of valuation;
- Both the buyer and seller are acting prudently and knowledgeably;
- The seller is under compulsion to sell;
- The buyer is typically motivated;
- Both parties are acting in what they consider to be their best interests;
- An adequate marketing effort will be made during the exposure time specified by the client;
- Payment will be made in cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- The price represents the normal consideration for the property sold, unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. **(Dictionary)**

EASEMENT

The right to use another's land for a stated purpose. **(Dictionary)**

EFFECTIVE AGE

The age of property that is based on the amount of observed deterioration and obsolescence it has sustained, which may be different from its chronological age. **(Dictionary)**

EFFECTIVE DATE

1) The date at which the analyses, opinions, and advice in an appraisal, review, or consulting service apply. 2) In a lease document, the date upon which the lease goes into effect. **(Dictionary)**

specified in the lease. There are significant regional and local differences in the use of this term. **(Dictionary)**

INSURABLE VALUE

A type of value used for insurance purposes. **(Dictionary)**

LEASED FEE INTEREST

A freehold (ownership-interest) where the possessory interest has been granted to another party by creation of a contractual landlord-tenant relationship (i.e., a lease). **(Dictionary)**

LEASEHOLD INTEREST

The tenant's possessory interest caused by a lease. **(Dictionary)**

LESSEE (TENANT)

One who has the right to occupancy and use of the property for a period of time according to a lease agreement. **(Dictionary)**

LESSOR (LANDLORD)

One who conveys the right of occupancy and use to others under a lease agreement. **(Dictionary)**

LIMITING CONDITIONS

Constraints which are imposed on valuations by clients, the Valuer, or local statutory law. **(Dictionary)**

LIQUIDATION VALUE

The most probable price that a specified interest in real property should bring under the following conditions:

- Consummation of a sale within a short period;
- The property is subjected to market conditions prevailing as of the date of valuation;
- Both the buyer and seller are acting prudently and knowledgeably;
- The seller is under extreme compulsion to sell;
- The buyer is typically motivated;
- Both parties are acting in what they consider to be their best interests;
- A normal marketing effort is not possible due to the brief exposure time;
- Payment will be made in cash in U.S. dollars or in terms of financial arrangements comparable thereto;
- The price represents the normal consideration for the property sold, unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. **(Dictionary)**

MARKET ANALYSIS

A process for estimating the productive attributes of a specific property, its demand and supply, and its geographic market area. Marketability analysis (often referred to erroneously as market analysis) is an essential part of the highest and best use for every valuation assignment. **(Dictionary)**

MARKET RENT

The most probable rent that a property should bring in a competitive and open market reflecting all conditions and restrictions of the lease agreement including permitted uses, use restrictions, expense obligations; term, concessions, renewal and purchase options and tenant improvements (TIs). **(Dictionary)**

MARKET VALUE

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- a. Buyer and seller are typically motivated;
- b. Both parties are well informed or well advised, and acting in what they consider their own best interests;
- c. A reasonable time is allowed for exposure in the open market;
- d. Payment is made in terms of cash in U.S. dollars or in financial arrangements comparable thereto;
- e. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. **(Office of the Comptroller of the Currency)**

MARKET VALUE "AS IF COMPLETE"

A hypothetical scenario representing the market value of the property with all proposed construction, conversion or rehabilitation completed under specified hypothetical conditions as of the date of the appraisal.

MARKET VALUE "AS IF STABILIZED"

A hypothetical scenario representing the market value of the property at a current point in time when all improvements have been physically constructed and the property has been leased to its optimum level of long term occupancy under specified hypothetical conditions as of the date of the appraisal.

MARKETING TIME

An opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level immediately after the effective date of the appraisal. Marketing time differs from exposure time, which is always presumed to precede the effective date of an appraisal. (Advisory Opinion 7 of the Appraisal Standards Board of the Appraisal Foundation and Statement on Appraisal Standards No. 6, "Reasonable Exposure Time in Real Property and Personal Property Market Value Opinions" address the determination of reasonable exposure and marketing time.) **(Dictionary)**

Terry S. Larson, MAI

Certified General Real Estate Appraiser
California BRE A Appraisal License No. AG007041

Partner

QUALIFICATIONS

Terry Larson has been a professional real estate appraiser and consultant in Northern California since 1981. He concentrates his work in the San Francisco Bay Area and Sacramento Regions, but has performed national assignments in over twenty states.

Terry began his career with American Appraisal Associates, the largest full service valuation firm in the world, providing valuation services for real estate, personal property, and intangible business assets. As manager of the Northern California Real Estate Valuation Group, his territory covered California and assignments across the country.

Upon joining Smith & Associates in 1997, Terry built a group of appraisers that emphasize litigation support, eminent domain, partial interest valuations and special purpose properties, including airport appraisals. With over \$2 billion in annual valuations, Smith & Associates has two offices to serve client needs: Danville in the San Francisco Bay Area and Folsom in the Sacramento Region.

Terry regularly provides litigation support services for property analysis and valuation, deposition and expert witness testimony, and arbitration and mediation services in disputes regarding real estate values, fair rental rates and related matters.

Property types valued and analyzed include the following:

- Commercial – Retail, Office, Apartments, Hotels and Restaurants
- Industrial – Warehouse, Industrial, R&D, Mini-Storage, Manufacturing Plants, Truck Facilities, Cross Docks and Corporate Campuses
- Vacant Land – Industrial, Commercial, Agricultural, Residential, Mitigation and Aviation
- Specialty – Golf Courses, Mixed-Use Projects, Food Processing, Jet Hangars, Fixed Base Operations, Senior Housing, RV Parks, Right-of-Way, Easements, Detrimental Conditions, Partial Interests, Eminent Domain, Residential Subdivisions, Arbitration, Mediation and Appraisal Reviews
- Legal – Litigation Support, Deposition and Expert Witness Testimony

WORK HISTORY

1997 – Present	Partner	Smith & Associates, Inc.
1996 – 1997	Commercial Realtor	Cornish & Carey, Investment Services Group
1988 – 1996	Senior Appraiser	Hulberg & Associates, Inc.
1981 – 1988	Appraisal Manager	American Appraisal Associates, Inc.

EDUCATION

University of Oregon, Eugene, Oregon

Bachelor of Science, School of Business Finance

Appraisal Institute Courses

Real Estate Appraisal Principles • Basic Valuation Procedures • Capitalization Theory and Techniques • Standards of Professional Practice • Case Studies in Real Estate Valuation • Valuation Analysis and Report Writing • Uniform Standards of Professional Appraisal Practice (USPAP) • Case Studies in California Eminent Domain • Federal and State Laws and Regulations • The Appraisers Workfile • Appraisals for Estate Tax Purposes • Valuations of Partial Interests • Fractional Interest and Business • California's Condemnation Process • Appraisal of Nursing Facilities • Right of Way Acquisitions • Uniform Appraisal Standards for Federal Land Acquisitions (Yellow Book)

Gary D. Beckman

Certified General Real Estate Appraiser
California BRE A Appraiser License No. AG044333

SUMMARY

Mr. Beckman has appraised a broad variety of commercial properties within California, Oregon, and Washington State. Assignments have included anchored retail centers, multi-tenant office buildings, suburban office parks, distribution warehouses, and multi-family housing (market-rate and affordable-rate). Project clients have included major banks, pension funds, REITs, and insurance companies.

Property types valued and analyzed include the following:

- Commercial – Retail, Office, Apartments
- Industrial – Warehouse, Manufacturing, R&D
- Vacant Land – Commercial

WORK HISTORY

2011 – Present	Certified General Appraiser	Smith & Associates, Inc.
2004 – 2011	Certified General Appraiser	Joseph J. Blake and Associates, Inc.
2000 – 2002	Campaign Manager	Charles Schwab & Co. Inc.
1988 – 2000	Regulatory Manager	AT&T

EDUCATION

Rochester Institute of Technology, Rochester, NY

Bachelor of Science, Business Administration
Concentrations: Management, Accounting

University of Colorado, Boulder, CO

Coursework towards Master of Science, Telecommunications (Interdisciplinary Program)
Concentrations: Telecommunications Engineering, Finance, Utility Regulation

Appraisal Institute Courses

- Appraisal Procedures
- National Uniform Standards of Professional Appraisal Practice
- Basic Income Capitalization
- Advanced Income Capitalization
- General Applications

Airport Enterprise Fund Pro Forma Income Statement
Fiscal Year 2018-19

Agenda Item 6. j

	2018-19 (Budgeted)	2018-19 Actual Year to Date	YTD @ 117%
<i>Enterprise Fund O & M Budget</i>			
Buchanan O & M Revenues	\$4,251,720	\$4,697,243	110.48%
Byron O & M Revenues	\$843,433	\$781,928	92.71%
Total O & M Revenues	\$5,095,153	\$5,479,171	107.54%
Byron Mariposa Funds Reimbursement	\$110,520	\$44,074	39.88%
Airport Enterprise Fund Contribution	\$1,175,000	\$14,045	1.20%
Total Added Funds	\$1,285,520	\$58,119	4.52%
Total Revenues	\$6,380,673	\$5,537,290	86.78%
Buchanan O & M Expenditures	\$3,715,521	\$3,470,188	93.40%
Buchanan Capital Expenses (Non AIP)	\$1,453,000	\$825,525	56.82%
Byron O & M Expenditures	\$1,061,241	\$1,094,393	103.12%
Byron Capital Expenses (Non AIP)	\$110,520	\$66,802	60.44%
Total O & M Expenditures Enterprise Fund	\$6,340,282	\$5,456,908	86.07%
Total Enterprise Fund Revenues	\$6,380,673	\$5,537,290	86.78%
Total Enterprise Fund O & M Expenditures	\$6,340,282	\$5,456,908	86.07%
	\$40,391	\$80,382	
Buchanan AIP Revenue (Received during Current Fiscal Year)*	\$522,109	\$302,914	58.02%
Buchanan AIP Expenses (Expended during Current Fiscal Year)*	\$562,500	\$383,296	68.14%
Byron AIP Revenue (Received during Current Fiscal Year)*	\$0	\$0	0.00%
Byron AIP Expenses (Expended during Current Fiscal Year)*	\$0	\$0	0.00%
Enterprise Fund Contribution (Contribution during Current Fiscal Year)*	\$40,391	\$80,382	
Total Net Annual Surplus(+)/Shortfall(-)	\$0	\$0	
Total Airport Enterprise Fund Budgeted to Balance	\$0	\$0	
	\$0	\$0	
*Revenues & Expenditures may overlap Fiscal Years and will impact Enterprise Fund Contribution that is depicted during the current Fiscal Year			

CONTRA COSTA COUNTY

Aviation Advisory Committee

2019 Annual Report

Advisory Board Meeting Time/Location: 10:00am on the 2nd Thursday of every one (1) month at either Buchanan Field or Byron Airport.

Advisory Body Chair: Maurice Gunderson

Airport Staff: Keith Freitas/Beth Lee/Russell Milburn

Activities

- Monthly review of noise statistics, operations report, airport development projects, airfield updates
- Discussions of airport projects and programs to disseminate information and solicit input from members and public
- Discussions of issues facing the airports and airport community
- Input to the Airports Director, Airport Committee, and Board of Supervisors on issues affecting the Contra Costa County Airports and surrounding communities
- Participation in community outreach efforts
- Quarterly review of the Airports' year to date and end of year forecast financial reports
- Annual review of input on the Part 150 Noise Mitigation recommendations

Accomplishments

Discussed and advised on the following:

- Airport administration activities to enhance airport economic development including:
 - Progress on updating the Byron General Plan Amendment to bring conformity between the adopted Airport Master Plan and County General Plan relative to allowable uses at both Airports
 - Expansion of Skyview Aviation at Byron Airport. Skyview has operated an FBO and flight school at Tracy Airport for many years and has recently leased a hangar at Byron to establish an aircraft repair and service operation. If business continues, Skyview plans to expand the Byron operation to become a full-service FBO. A full-service FBO will be a considerable enhancement to the services offered at Byron.
 - Creation of the Bay Area Aviation Technology Test Site (BAATTS) initiative. This initiative was started by airport management to attract new aviation technology

startups to both airports. The proximity of these airports to Silicon Valley and San Francisco has created a significant opportunity to serve as preferred engineering, development, and test sites, with the ultimate goal of growing to production and operation bases, with corresponding potential for new jobs on both the Buchanan and Byron communities. Several potential new BAATTS tenants are now in discussion. Preliminary plans are being made to develop additional facilities at Byron. The AAC strongly and enthusiastically supports the BAATTS initiative.

- Commercial Development of Non-Aviation Sites at Buchanan Field. Increasing development is an important continuing item that is significant to the Airport Enterprise Fund. Several undeveloped parcels, which are designated for non-aviation use, are part of the Buchanan Field and Byron Airport properties. These include sites at the corners of Marsh Drive and Solano Way, and Marsh Drive and Sally Ride Drive, as well as other sites not needed for aviation use. Airport staff has requested releases from the FAA to allow for non-aviation development of these sites and has also solicited proposals for commercial or light industrial development of these sites. The several developers gave presentations at the April AAC meeting, and the AAC expressed strong support for the projects. Each of these projects will contribute to the Enterprise Fund and will provide jobs and other economic benefits to the area surrounding Buchanan Field and Byron Airport.
- Byron Airport Public Viewing Plaza - A potential site was tentatively identified, adjacent to the Byron operations office. The AAC requested that some basic information be gathered before a recommendation would be made. This would include determining interest from local schools and other youth groups, evaluation of the potential site, development of a preliminary design sufficient for estimating costs, and scoping of cash and in-kind donations that might be available. AAC Member Ron Reagan has been spearheading this effort and expects to report at an AAC meeting in the near future.
- Airport noise impact on communities including:
 - Addressing various Buchanan Field & Byron noise complaints through phone and in-person meetings between residents and airport staff and/or AAC members.
 - Reminding pilots training after appropriate hours of the airports' noise stipulations, even if those pilots are coming from other airports.
- Resolution (No. 2018/524) – Establishing new rates and charges for Buchanan Field and Byron Airports effective January 1, 2019 reduced some of the hanger/tie-down fees to increase the attraction of Contra Costa County's airports for pilot use and compete with other surrounding airports that have lower fees.
- Buchanan Field and Byron Airport projects including:
 - Security enhancements to both Airports which include:
 - New signage and speaking engagements on gate etiquette to prevent piggy-backing of cars into restricted airport areas without proper authorization.

- Encouraged AAC members and Board of Supervisors, as well as the general public to be more involved with Contra Costa County Airports and aviation communities.
- Updated the Contra Costa County Airports website and launched a Facebook page to help increase connection between the community and both airports events, operations, and information.

Attendance/Representation

- AAC is composed of members representing each of the supervisorial districts, the cities of Concord and Pleasant Hill, the Airport Business Association, community of Pacheco, surrounding communities of Byron Airport (Brentwood, Byron, Knightsen, Discovery Bay), and three at large positions for a total of 13 members
- Quorums have been achieved with good participation from members for 2019
- The AAC is a diverse group of aviation professionals, retired executives, members of the public, consultants, and educators. There is a balanced mix of pilots and non-pilots.
- Several committee members are also involved in other county and city advisory bodies, committees, and commissions

Current AAC member roster is as follows:

<u>AAC Members</u>	<u>Representing</u>	<u>2019 Appointment Status</u>	<u>Term Expiration Date</u>
Dale Roberts	District I	Recruiting	2/29/2020
Cody Moore	Airport Business Association		2/28/2022
Eric Meinbress	Member at large	Recruiting	2/29/2020
Ronald Reagan	District III	Reappointed	2/28/2021
Derek Mims	City of Pleasant Hill	Reappointed	2/28/2021
Russell Roe	District V	Recruiting	2/29/2020
Keith McMahon	City of Concord		2/28/2022
Roger Bass	District II	Reappointed	2/28/2021
Maurice Gunderson	Member at large	Reappointed	2/28/2021
Tom Weber	District IV	Recruiting	2/29/2020
Emily Barnett	Member at large	Reappointed	2/28/2022
Donna Dietrich	Pacheco Neighbor		2/28/2021
Steven Starratt	Byron Neighbor		2/28/2021

Current AAC Officers:

<u>AAC Member</u>	<u>Position</u>	<u>Election Status</u>
Maurice Gunderson	Chair	Elected
Tom Weber	Vice-Chair	Elected
Emily Barnett	Secretary	Elected

Training/Certification

- It is mandatory for all Committee members to complete County training regarding the Ralph M. Brown Act and the County’s Better Government Ordinance, and complete the County’s Ethics Orientation within 90 days of the appointment. All members have completed training.

Proposed Objectives for 2020

- Continue to work with the County in working with the contractor assigned to the Byron Airport General Plan Amendment to adhere to project milestones with deadlines to enforce expedited completion of the commissioned study and other efforts to improve growth, infrastructure and road access at Byron Airport
- Continue to advise and review the EDIP program including promoting progress on EDIP and strategic priority projects
- Continue to advise, monitor, and review the Buchanan Field and Byron Airports’ construction and maintenance projects
- Continue to advise, monitor, and review activities and incidents impacting airport security
- Continue to grow and develop community and tenant outreach efforts for both airports
- Continue to advise, monitor, and review the Airports’ budget, noise statistics, and overall operations
- Continue to work with the surrounding communities regarding noise concerns and other aviation-related issues
- Continue regular discussions with Airport Staff on various airport developments (current and future), projects and issues, as well as disseminate information and offer recommendations
- Continue to advise Airport Staff on the design of the new Buchanan Airport Terminal
- Continue to provide the general public an open forum for discussions on aviation-related matters

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c: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports-Administration
Russell Milburn, Assistant Director of Airports-Operations
Maurice Gunderson, AAC Chair
Tom Weber, AAC Vice-Chair
Emily Barnett, AAC Secretary