Contra Costa County
Aviation Advisory Committee
Meeting Agenda
Director of Airports Office
Thursday, February 9, 2012, 12:00 p.m.

The Aviation Advisory Committee will provide reasonable accommodations for persons with disabilities who plan to attend its scheduled meetings. Call the Director of Airports Office at (925) 646-5722 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. Opening Comments by Chair
3. Public Comment Period
4. Approval of Minutes (December 8, 2011)
5. Consider Consent Items
   b. Receive Relevant Board Actions
   c. Development Project Matrix (Revised February 2012)
6. Presentations/Special Reports
7. Discussion/Action Items
   a. Items Pulled from Consent
   b. Tenant Issues
   c. Buchanan Field Security Project Update and Access Card Issuance
   d. Buchanan Field Airport Runway 01L/19R Overlay and Reconstruction Project (construction June 2012)
   e. Airport Draft Minimum Standards Document Summary of Changes
8. Updates and Announcements
   a. Airport Committee Update
   b. What is Happening at Buchanan Field & Byron Airports/Other Airports
   c. Update from Airport Business Association
   d. AAC Announcements
   e. Airport Staff Announcements
9. Future Agenda Items
10. Adjourn

Next AAC Meeting: March 8, 2012 at 12:00 p.m.
Next Airport Committee Meeting (Tentative): February 27, 2012 at 12:30 a.m.
CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
December 8, 2011

MEETING CALLED: The meeting was called to order by Chair Tom Weber at 12:03 p.m. at the Director of Airport's Office.

PRESENT: Mike Bruno, CCC Airports Business Association
         David Dolter, At Large 1
         Janet Kaiser, Diablo Valley College
         Keith McMahon, City of Concord
         Derek Mims, City of Pleasant Hill
         David Pfeiffer, District V
         Rich Spatz, Secretary, At Large 2
         Rudi Raab, District I
         Russell Roe, District II
         Tom Weber, Chair, District IV

ABSENT: Geoffrey Logan, Vice Chairperson, District III

STAFF: Keith Freitas, Director of Airports
       Beth Lee, Assistant Airports Director

OPENING COMMENTS
BY CHAIR: None

PUBLIC COMMENT
PERIOD: None

APPROVAL OF
MINUTES: Moved by Derek Mims; seconded by Rich Spatz. Dave Dolter Abstained. Approved unanimously.

APPROVAL OF
CONSENT ITEMS: Moved by Dave Dolter; seconded by Mike Bruno. Approved unanimously.

PRESENTATION/SPECIAL REPORTS:

a. None

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent
   N/A

b. AAC At-Large Position Interview
   Ed Young introduced himself as a longtime resident of Contra Costa County. He graduated in 1987 and a BA degree in History with a minor in Business Administration. He earned his pilot’s license in 1973 and is familiar with the Byron Airport as he lives in Discovery Bay. He recently finished a term serving on the Grand Jury so he has some experience with the way the County is run. He has also reviewed the Aviation Advisory Committee (AAC) minutes for the past year to familiarize himself with Airport issues.

   AAC members were supportive of his desire to be a member of the committee. The AAC recommendation will be forwarded to the Internal Operations Committee and then to the full Board.

   Mike Bruno made a motion to recommend Ed to the AAC At-Large position. Rich Spatz seconded. Approved unanimously.

c. Whispertrack
   • Rudi Raab stated he looked at the Whispertrack website. He commented that it was expensive and had limited benefit to airports and pilots. A person could get as much information from a smart phone.
   • Mike Bruno stated that he had his Chief Pilot look over Whispertrack. Mike and his Chief Pilot agreed it brought no real benefit and there was no compelling reason to go to the website. A pilot is as likely to go to the Airport website.
   • Russ Roe make similar comments including information was already available in a better format.
   • David Pfieffer commented that Whispertrack needs the airports more than the airports need them and they should be offering their service for free to help them build their database.

d. Buchanan Field Security Project Update and Access Card Issuance
   Keith Freitas reported that the Airport is close to starting construction of security improvements.
   • Two tandem gates on the west ramp and two gates on the east ramp.
   • Currently working through paperwork for new access cards with tenants.
   • Thanks to Russ Roe for giving the Airport staff the idea of temporarily using old readers to minimize disruption.
• Apex graciously agreed to let west ramp tenants use their gates as access while west side work is going on.
• No major issues as yet only a few wrinkles:
  o Having someone in the military get card when in the area
  o Getting good master lists for larger leaseholds of who is considered tenant so we can distinguish from affiliate.

e. Runway Project Update
Keith Freitas reported Airport received $3.2 million grant from the Federal Aviation Administration (FAA) to reconstruct the main runway 1L/19R. Keith further stated:
• Contract has been issued but work will not start until weather clears – June/July 2012.
• Key issue will be about a nine (9) day closure of the main runways (01L/19R & 14L/32R) while the intersection area is improved.
• About 95% of Airport traffic will be able to operate during the work.
• The project will be broken up into a couple of smaller, discrete project phases to make it more efficient; phases will be more refined as the start date gets closer.
• Notice to proceed has not been issued yet; schedule will be set when we get to that stage.
• Cold and replace process will be used and is more environmentally friendly and will be used on a 75 foot span using the centerline as the midpoint. This worked at the Minden Airport. The entire runway will be grooved.
• A two (2) inch overlay will be put over the runway
• Some core sections show the overlay as thick as eight (8) inches

Mike Bruno was concerned it was only going to be nine (9) days of closures during the main work.

Russ Roe questioned whether there had been any consideration of putting any loop sensors in the runways for future technology. Keith Freitas responded this item had not been considered as of yet as there is not enough money at this point for any additions and the FAA standards have not been established for the technologies using ground loops on runways.

f. Airport Draft Minimum Standards Document
Keith Freitas reported that Airport staff has received six (6) comments from two individuals. The draft document is not anything new but is simply capturing what exists now.

Mike Bruno stated he had just started reviewing the document but had heard that the standards may be applied harsher to some than others. He suggested an appeals process be included. Beth Lee responded that there is an appeals process in the document and asked for public review to make sure it is accurately reflected.

Keith McMahon suggested having a separate meeting on this topic alone to keep from wedging into the broader AAC meeting.
Keith Freitas stated Airport staff is targeting the end of 2012 for full adoption through the Board of Supervisors.

Derek Mims stated most of the information was from other regulators.

Rudi Raab stated to keep informing the tenants about what is happening.

Mike Bruno will be convening the businesses to discuss.

Russ Roe suggested getting some Airport groups together to discuss.

g. Fiscal Year 2011/12 First Quarter Budget
Keith Freitas reported
- The 25% budget revenues are above and expenses below projections
- The reserve amount to be set aside from last year was increased
- At this point and time the budget is on target

Derek Mims questioned if the 2010/11 budget had been reconciled. Keith responded it had.

Tom Weber questioned whether some of the increases in revenue were due to timing issues. Keith responded that some items are paid early and others are billed in advance, so the increase could be caused by timing. However, the same is true for expenses as some items are paid in one lump sum and other over a period of time.

Airport staff will continue to look at changes throughout the year.

h. AAC Attendance
The AAC Attendance item was informational only as the AAC closes out the year. Tom Weber thanked everyone for all their efforts in making it to the meetings. A quorum was available for every meeting throughout the year.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update
Next meeting is scheduled for Monday, December 12, 2011.

b. What is happening at Buchanan Field & Byron Airports/Other Airports
- Goats R Us performed drainage ditch growth and thatch removal.
- Byron Jet Center is well under construction.
- Santa Skydive was successfully held on December 3

c. Update from Airport Business Association
Mike Bruno reported that the Center for Environmental Health (CEH) filed a lawsuit to stop the selling of leaded fuel. The FBO’s mentioned in the lawsuit formed a group and filed a suit stating that Avgas is made to Federal standards; if it were made to a different
standard they would be in violation of Federal law. CEH revised complaint as they did not care that the gas was being sold as long as the appropriate notifications were sent out. The FBO group lost at the Federal level and is now going to State trial. CEH has been prosecuting successfully on this issue with other large industries.

Mike Bruno stated that he has noticed an increase in business over the last few months and hopes it continues.

d. **AAC Announcements**
   - Tom Weber distributed a copy of the AAC annual report to its members. The report would be shared with the Airport Committee and is scheduled before the full Board of Supervisors on December 13, 2011.
   - Tom Weber then reported that Dave Dolter's term ends the end of February and he would be leaving the AAC.

e. **Airport Staff Announcements**
   None

**FUTURE AGENDA ITEMS**
- To be Determined

**ADJOURNMENT:** The meeting was adjourned by the Chair at 1:10 p.m.
CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
October 13, 2011

MEETING CALLED: The meeting was called to order by Chair Tom Weber at 12:03 p.m. at the Director of Airport's Office.

PRESENT: Mike Bruno, CCC Airports Business Association
Janet Kaiser, Diablo Valley College
Geoffrey Logan, Vice Chairperson, District III
Keith McMahon, City of Concord
David Pfeiffer, District V
Rich Spatz, Secretary, At Large 2
Rudi Raab, District I
Russell Roe, District II
Tom Weber, Chair, District IV

ABSENT: David Dolter, At Large 1
Derek Mims, City of Pleasant Hill

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Airports Director

OPENING COMMENTS
BY CHAIR: Tom Weber thanked all who attended the Aviation Advisory Committee (AAC) meeting held at the Byron Airport.

PUBLIC COMMENT
PERIOD: Keith Freitas asked to have the meeting closed in memory of Betty Dunn who was a long time member of the 99's and tenant at Buchanan Field.

APPROVAL OF
MINUTES: July minutes were approved with a minor grammatical error change on page 2. Tom Weber asked to have the Part 139 Certificate
presentation from the September AAC meeting attached to the next meeting package. Moved by Geoff Logan; seconded by Rich Spatz. Russ Roe Abstained. Approved unanimously.

APPROVAL OF CONSENT ITEMS: Consent items were approved with the Development Matrix being pulled by Tom Weber. Moved by Mike Bruno; seconded by David Pfeiffer. Approved unanimously.

PRESENTATION/SPECIAL REPORTS:

a. AAC Tenant Appreciation Award Ceremony
   • Mike Bruno gave an overview of Frank Lemon’s accomplishments.
   • Tom Weber gave an overview of Rich Spatz’s accomplishments.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent
   The Development Matrix was discussed. Motion made by Geoff Logan to accept the report with removal of Silver Pacific and check on lease change (extension of pre-development period should affect the noted milestone). Seconded by Rudi Raab. Approve Unanimously.

b. Whispertrack
   • This item will be carried over to the next meeting to see if any of the pilots find value in joining the program. Members will review the Whispertrack website and get back to staff regarding the usefulness and benefit of the program to both pilot’s and the general community.

c. Minimum Standards
   Staff distributed a draft of the minimum standards and explained desire to go through the AAC for review and comments since there has not been much of a response to the initial stakeholder solicitation.
   • Staff advised the reason for the minimum standards update is that the FAA wants to see the document in place and the last revision was 1979.
   • A request was made for an executive summary of changes between the old document and the new document.
   • Time frame was questioned; response was no rush to process, expecting six (6) plus months.
   • Russ Roe commented that it was an important document and needs to focus on not setting limitations that will keep businesses from prospering within bad economic times.
   • Duane Allen commented that if enforcement gets too strict then people will leave airport (like doing anything more than minor maintenance in hangars).
• Gerry Alves commented it was a unique position to promote aviation within limitations of outside regulatory restrictions.
• The minimum standards will be brought back to multiple meetings.

d. Security Update
• Public Works Department recommended, and the Board of Supervisors (Board) approved, the selection of Electronic Innovations to do the work.
• Contract, insurance and bonding is going through the County process.
• Construction should begin in 90 days or so and should take 60 to 90 days to complete.
  - Includes:
    - A tandem gate on the west side of the Airport.
    - Battery back up on the gates
    - Adding another gate on East Ramp

• Jerry Alves suggested putting a second gate next to Discovery Hangars where the paved road is. Airport staff responded that area was a part of Seecon’s leased site.
• Russ Roe commented that there is technology to allow for old reader cards, or to make ones work, for a period of time to allow more seamless transition.

e. Runway Project Update
Keith Freitas reported the Airport received a $3.2 million grant from the Federal Aviation Administration (FAA) to do main Runway 1L/19R improvements.
• Selection of Ghollotti Brothers should go to the Board in the next few weeks.
• Part of the improvements will require closing of the main runways for a period of time which will affect larger aircraft and corporate aircraft.
• Will keep at least one (1) of the smaller runways open during the process.
• Airport staff will have a lot of work to do with the FAA, Airport tenants, etc.
• The FAA, at this point, covers 95% of the project costs and Airport staff has asked Caltrans for a grant to assist with a portion of the remaining amount.

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update
Next meeting is scheduled for October 27, 2011, and the agenda should be going out soon.

b. What is happening at Buchanan Field & Byron Airports/Other Airports
• Santa Skydive is tentatively scheduled for December 3; currently need a new Santa to perform the jump.
• Airport staff is looking at improvements for tenants:
  - East Ramp bathrooms
  - Creating a BBQ area for the pilots
Russ Roe asked if there were plans to restore the owner maintenance hangar and wash rack on the West Ramp. Russ also questioned if Concord Jet maintained the requirement to put one in, if needed. Keith Freitas stated that this was part of a negotiation with Concord Jet but not a requirement since there are ample facilities on the airfield.

Bob Weiss asked if signage and landscaping improvements would be made at Buchanan Field. Airport staff responded that these items are currently being considered.

c. **Update from Airport Business Association**
   Mike Bruno reported that business is still slow. On an upside, Hertz Rent a Car will be bringing their office back to Buchanan Field around November 1.

d. **AAC Announcements**
   - Tom Weber reported that a media release for the At-Large position, that Dave Dolter currently holds, went out.
     - Dave Dolter has sent a notice that he does not intend to reapply.
     - Closing for the application period is November 3, 2011.
     - Tom would like to bring the selection back to the AAC in December, if there is a meeting
     - Mike Bruno, Rich Spatz and David Pfeiffer volunteered to review the candidates.
   - Tom Weber reported he will be signing letters today for those members whose terms are expiring March 1, 2012; Russ Roe, Geoff Logan and Derek Mims are in those positions currently.
   - Geoff Logan reported that he and Bob Weiss had attended the National Business Aviation Association meeting and were planning on attending an AOPA meeting that night; the meeting would discuss where General Aviation is headed. Geoff will give an update to the AAC in November.
   - Cliff Glickman reported the County was updating the Maddy Book to reflect changes to the Supervisorial Districts and representation on committees.

e. **Airport Staff Announcements**
   Keith Freitas reported another employee resigned and another is expected to retire in the next few months. Shifts will be covered by overtime until new staff is hired.

**FUTURE AGENDA ITEMS**
- November 10th next meeting
- Whispertrack
- Minimum Standards
- Brief update from AAC Selection Committee regarding the At-Large Position applications received.

**ADJOURNMENT:** The meeting was adjourned by the Chair at 1:22 p.m.
# Noise Abatement Statistics

## November 2011

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<th># Of Callers</th>
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<th>YTD</th>
<th>YTD</th>
<th>% CHANGE</th>
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<tr>
<td></td>
<td>2011</td>
<td>2010</td>
<td>2011</td>
<td>2010</td>
</tr>
<tr>
<td>TOTAL NUMBER OF COMPLAINTS</td>
<td>7</td>
<td>7</td>
<td>6</td>
<td>72</td>
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### LOCATION OF COMPLAINTS

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<th>% CHANGE</th>
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<td>Concord</td>
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<td>Pleasant Hill</td>
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<td>Pacheco</td>
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<td>9</td>
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<td>Byron</td>
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<td>Other</td>
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<td>Total Number of Complaints</td>
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### COMPLAINTS ASSOCIATED WITH

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### TIME OF INCIDENT

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<td>Day (0700 - 1700)</td>
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### TYPE OF COMPLAINT

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### TYPE OF AIRCRAFT

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### TOTAL AIRCRAFT OPERATIONS

| Number of Aircraft Operations | 4,863 | 6,319 | 72,985 | 74,368 | -2% |

### COMPLAINTS PER 10,000 OPERATIONS

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<thead>
<tr>
<th>Complaints</th>
<th>14</th>
<th>9</th>
<th>11</th>
<th>14</th>
<th>-25%</th>
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### COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY

| Complaints | 8 | 3 | 8 | 7 | 12% |

Jan - 2 complaints PG&E contractor Helicopter
Feb - 4 calls from 1 Pacheco Resident re: helicopter flight training
Apr - 1 call from Helicopter working for PG&E
June - 1 call from Collings Foundation Event
July - 1 call after 10:00 Training Operations
July - 3 calls from FAA flight checks of VASI
Nov - 3 from police action
## Contra Costa County Airports
### Monthly Operations Report

### November 2011

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<tr>
<td><strong>AIRCRAFT OPERATIONS</strong></td>
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</tr>
<tr>
<td>Total Operations</td>
<td>4,883</td>
<td>6,319</td>
<td>72,985</td>
<td>74,368</td>
<td>-2%</td>
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<td>Local Operations</td>
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<td>Total Instrument Ops</td>
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<td>Actual Instrument Ops</td>
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<td>28</td>
<td>231</td>
<td>268</td>
<td>-14%</td>
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### FUEL FLOWAGE

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<td>100 Octane</td>
<td>17,250</td>
<td>21,029</td>
<td>230,866</td>
<td>242,536</td>
<td>-5%</td>
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<td>51,041</td>
<td>53,562</td>
<td>553,207</td>
<td>598,208</td>
<td>-8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>68,291</strong></td>
<td><strong>74,591</strong></td>
<td><strong>784,073</strong></td>
<td><strong>840,744</strong></td>
<td><strong>-7%</strong></td>
</tr>
</tbody>
</table>

### BYRON INFORMATION

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Byron Fuel</td>
<td>1,956</td>
<td>2,980</td>
<td>38,082</td>
<td>38,521</td>
<td>-1%</td>
</tr>
</tbody>
</table>

### SKYDIVERS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Number of Flights</td>
<td>78</td>
<td>84</td>
<td>1,288</td>
<td>1,401</td>
<td>-8%</td>
</tr>
<tr>
<td>Experienced Jumps</td>
<td>772</td>
<td>801</td>
<td>12,133</td>
<td>11,030</td>
<td>10%</td>
</tr>
<tr>
<td>First Time Jumps</td>
<td>110</td>
<td>144</td>
<td>2,286</td>
<td>2,361</td>
<td>-3%</td>
</tr>
<tr>
<td>Student Jumps</td>
<td>11</td>
<td>32</td>
<td>248</td>
<td>343</td>
<td>-28%</td>
</tr>
</tbody>
</table>
## Noise Abatement Statistics
### December 2011

<table>
<thead>
<tr>
<th></th>
<th># Of Callers</th>
<th>Complaints</th>
<th>YTD</th>
<th>YTD</th>
<th>% CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011</td>
<td>2010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL NUMBER OF COMPLAINTS</strong></td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>74</td>
<td>108</td>
</tr>
<tr>
<td><strong>LOCATION OF COMPLAINTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concord</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>21</td>
<td>29</td>
</tr>
<tr>
<td>Pleasant Hill</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>17</td>
<td>21</td>
</tr>
<tr>
<td>Pacheco</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>14</td>
<td>10</td>
</tr>
<tr>
<td>Martinez</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>26</td>
</tr>
<tr>
<td>Byron</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>20</td>
</tr>
<tr>
<td>Special Events</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Number of Complaints</strong></td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>74</td>
<td>108</td>
</tr>
<tr>
<td><strong>COMPLAINTS ASSOCIATED WITH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buchanan Field Airport</td>
<td>1</td>
<td>0</td>
<td></td>
<td>54</td>
<td>53</td>
</tr>
<tr>
<td>Byron Airport</td>
<td>0</td>
<td>0</td>
<td></td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Law Enforcement/Lifeguard Lights</td>
<td>1</td>
<td>0</td>
<td></td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Non-associated</td>
<td>0</td>
<td>1</td>
<td></td>
<td>13</td>
<td>43</td>
</tr>
<tr>
<td><strong>TIME OF INCIDENT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day (0700 - 1700)</td>
<td>1</td>
<td>0</td>
<td></td>
<td>52</td>
<td>66</td>
</tr>
<tr>
<td>Evening (1700 - 2200)</td>
<td>1</td>
<td>0</td>
<td></td>
<td>14</td>
<td>27</td>
</tr>
<tr>
<td>Night (2200 - 0700)</td>
<td>0</td>
<td>1</td>
<td></td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>All Times</td>
<td>0</td>
<td>0</td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td><strong>TYPE OF COMPLAINT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noise</td>
<td>0</td>
<td>0</td>
<td></td>
<td>22</td>
<td>25</td>
</tr>
<tr>
<td>Low Flying</td>
<td>2</td>
<td>0</td>
<td></td>
<td>19</td>
<td>14</td>
</tr>
<tr>
<td>Noise and Low Flying</td>
<td>0</td>
<td>1</td>
<td></td>
<td>22</td>
<td>43</td>
</tr>
<tr>
<td>Too Many Aircraft</td>
<td>0</td>
<td>0</td>
<td></td>
<td>4</td>
<td>16</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td></td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td><strong>TYPE OF AIRCRAFT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jet</td>
<td>0</td>
<td>0</td>
<td></td>
<td>9</td>
<td>15</td>
</tr>
<tr>
<td>Propeller</td>
<td>1</td>
<td>0</td>
<td></td>
<td>36</td>
<td>48</td>
</tr>
<tr>
<td>Helicopter</td>
<td>1</td>
<td>0</td>
<td></td>
<td>21</td>
<td>32</td>
</tr>
<tr>
<td>All Types</td>
<td>0</td>
<td>1</td>
<td></td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Unknown</td>
<td>0</td>
<td>0</td>
<td></td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL AIRCRAFT OPERATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5,411</td>
<td>4,550</td>
<td>78,396</td>
<td>78,696</td>
<td>-1%</td>
</tr>
<tr>
<td><strong>COMPLAINTS PER 10,000 OPERATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>2</td>
<td>10</td>
<td>14</td>
<td>-24%</td>
</tr>
<tr>
<td><strong>COMPLAINTS PER 10,000 OPERATIONS - Buchanan Only</strong></td>
<td>2</td>
<td>0</td>
<td>8</td>
<td>7</td>
<td>13%</td>
</tr>
</tbody>
</table>

Jan - 2 complaints FG&E contractor Helicopter  
Feb - 4 calls from 1 Pacheco Resident re: helicopter flight training  
April - 1 call from Helicopter working for FG&E  
June - 1 call from Collings Foundation Event  
       - 1 Call after 10:00 Training Operations  
July - 3 calls from FAA flight checks of VASI  
Nov - 3 from police action
## Contra Costa County Airports
### Monthly Operations Report

### December 2011

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AIRCRAFT OPERATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operations</td>
<td>5,411</td>
<td>4,530</td>
<td>78,396</td>
<td>78,898</td>
<td>-1%</td>
</tr>
<tr>
<td>Local Operations</td>
<td>2,306</td>
<td>2,112</td>
<td>37,293</td>
<td>36,182</td>
<td>3%</td>
</tr>
<tr>
<td>Itinerant Operations</td>
<td>3,105</td>
<td>2,418</td>
<td>41,103</td>
<td>42,716</td>
<td>-4%</td>
</tr>
<tr>
<td>Total Instrument Ops</td>
<td>535</td>
<td>845</td>
<td>7,460</td>
<td>8,282</td>
<td>-10%</td>
</tr>
<tr>
<td>Actual Instrument Ops</td>
<td>0</td>
<td>34</td>
<td>231</td>
<td>302</td>
<td>-24%</td>
</tr>
<tr>
<td><strong>FUEL FLOWAGE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100 Octane</td>
<td>17,870</td>
<td>12,479</td>
<td>248,736</td>
<td>255,015</td>
<td>-2%</td>
</tr>
<tr>
<td>Jet Fuel</td>
<td>39,938</td>
<td>45,706</td>
<td>593,145</td>
<td>643,914</td>
<td>-8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>57,808</td>
<td>58,185</td>
<td>841,881</td>
<td>898,929</td>
<td>-6%</td>
</tr>
<tr>
<td><strong>BYRON INFORMATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Byron Fuel</td>
<td>3,104</td>
<td>1,886</td>
<td>41,186</td>
<td>40,407</td>
<td>2%</td>
</tr>
<tr>
<td><strong>SKYDIVERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Flights</td>
<td>77</td>
<td>12</td>
<td>1,365</td>
<td>1,413</td>
<td>-3%</td>
</tr>
<tr>
<td>Experienced Jumps</td>
<td>783</td>
<td>64</td>
<td>12,916</td>
<td>11,094</td>
<td>16%</td>
</tr>
<tr>
<td>First Time Jumps</td>
<td>99</td>
<td>18</td>
<td>2,385</td>
<td>2,379</td>
<td>0%</td>
</tr>
<tr>
<td>Student Jumps</td>
<td>25</td>
<td>4</td>
<td>273</td>
<td>347</td>
<td>-21%</td>
</tr>
</tbody>
</table>
The following certified Board Orders are attached:

December 13, 2011
Approve and Authorize the Director of Airports, or designee, to execute, on behalf of the County, a lease amendment between the county, as Lessor, and The Hangars at Buchanan LLC, as Tenant, that relates to the lease of approximately 0.86 acres located north of the Airport Offices.

December 13, 2011
Approve and Authorize the Director of Airports, or designee, to execute a month-to-month hangar rental agreement for a T-hangar at Buchanan field Airport with Fremantle Development, Inc., effective November 15, 2011, in the monthly amount of $372.93.

December 13, 2011
Receive the 2011 Annual Report submitted by the Aviation Advisory Committee.

January 24, 2012
Approve and Authorize the Director of Airports, or designee, to execute a month-to-month hangar rental agreement for a shade-hangar at Buchanan field Airport with Oscar Fernandez, effective January 6, 2012 in the monthly amount of $167.55.
To:  Board of Supervisors

From:  Keith Freitas, Airports Director

Date:  December 13, 2011

Subject: Approve and Authorize Second Amendment to Lease with The Hangars at Buchanan LLC for a Buchanan Field Airport Development Project

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute, on behalf of the County, a lease amendment between the County, as Lessor, and The Hangars at Buchanan LLC, as Tenant, that relates to the lease of approximately 0.86 acres located north of the Airport Offices, Pacheco Area.

FISCAL IMPACT:

There is no negative impact on the General Fund. The existing terms of the lease allow the tenant to terminate the lease on or before September 1, 2012. If the lease is not terminated, the Airport Enterprise Fund will receive lease and other revenue and the County General Fund will receive property, sales and possessory interest tax revenues from this development of hangars at this site. The lease amendment eliminates a one-time extension fee of $500 and reduces the amount of rent payable in the first twelve months following the completion of construction from $1,498.47 per

Action of Board On:  12/13/2011

Clerks Notes:

VOTE OF SUPERVISORS

AYES  5 NOES
ABSENT  ABSTAIN
RECUSE

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:  December 13, 2011
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: STACEY M. BOYD, Deputy

Contact:  Beth Lee, (925) 646-5722

cc:
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: December 13, 2011

Subject: Approve and Authorize Second Amendment to Lease with The Hangars at Buchanan LLC for a Buchanan Field Airport Development Project

month to $1,092.63 per month. Ground rent will increase annually by the CPI inflator. Every 10 years the lease will be revalued based on market appraisals.

☐ APPROVE  ☐ RECOMMENDATION OF CNTY ADMINISTRATOR
☐ RECOMMENDATION OF BOARD COMMITTEE
☐ APPROVED AS RECOMMENDED  ☐ OTHER

Action of Board On: 12/13/2011

Clerks Notes:

VOTE OF SUPERVISORS

AYES [5] NOES [ ]

ABSENT [ ] ABSTAIN [ ]

RECUSE [ ]

Contact: Beth Lee, (925) 646-5722

ce:

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: December 13, 2011
David J. Tea, County Administrator and Clerk of the Board of Supervisors

By: STACEY M. BOYD, Deputy
BACKGROUND:

The project site is approximately 0.86 acres of vacant County owned land at the Buchanan Field Airport, located entirely within the unincorporated County on the east side of Marsh Drive and north of Sally Ride Drive and the County Airport offices. The parcel is proximate to the Buchanan Field runways. The property is designated for aviation use on, and has been determined to be in compliance with, the approved Buchanan Field Master Plan. The project is also consistent with the County General Plan.

On July 13, 2010, the Board authorized execution of a lease that would allow for the construction of five infill aircraft hangars (three 50 x 50 and two 45 x 40), one with a small attached office space. The project is structured as a leasehold condominium for aircraft hangars; the developer's interest as lessee under the lease will be assigned to a condominium owners' association once 80% of the hangars have been sold to third party condominium purchasers. The condominium owners will hold title to their condominium and a sublease of their condominium and common area from the condominium owners' association.

On September 21, 2010, in order to provide additional time to market the condominiums during these difficult economic times, the Board authorized execution of the first lease amendment that allowed Hangars at Buchanan LLC to extend the lease termination period to September 1, 2012, in exchange for the payment of a monthly fee equal to $100 in the first year and $150 in the second year.

The Hangars at Buchanan LLC has continued to market the project in order for them to secure tenants as required by the project lender. Unfortunately due to the continuing poor economic climate, the Hangars at Buchanan LLC have not been able to secure the necessary tenants in the first termination period and they have now entered into the second termination period as provided for in the first lease amendment.

This second lease amendment will further support the marketing and intended development of this project by eliminating a one-time $500 fee, modifying the initial ground rent, and making non-substantive changes to the lease-end maintenance plan provisions.

CONSEQUENCE OF NEGATIVE ACTION:

Not granting the modified terms could result in the termination of the project and a delay in developing vacant and underutilized land at Buchanan Field Airport. Such a delay will negatively impact general aviation aircraft facilities, services, Airport demand needs and the Airport Enterprise Fund and County General Fund.

CHILDREN'S IMPACT STATEMENT:

Not Applicable
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: December 13, 2011

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 for T-hangar at Buchanan Field Airport with Fremantle Development, Inc., effective November 15, 2011, in the monthly amount of $372.93.

FISCAL IMPACT:

The Airport Enterprise Fund will realize $4,475 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 at

ACTION:

☐ APPROVE
☐ RECOMMENDATION OF CNTY ADMINISTRATOR
☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 12/13/2011

Clerks Notes:

VOTE OF SUPERVISORS

AYES [ ] NOES [ ]

ABSENT [ ] ABSTAIN [ ]

RECUSE [ ]

Contact: Beth Lee, (925) 646-5722

cc:

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: December 13, 2011

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

By: STACEY M. BOYD, Deputy
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: December 13, 2011

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant.

Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during that 30-year period.

On September 1, 2000, the County obtained ownership of the aircraft hangars and shelters, pursuant to the terms of the above lease.

On February 13, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Lease Agreement for use with the larger East Ramp Hangars.

☑ APPROVE
☑ RECOMMENDATION OF CNTY ADMINISTRATOR
☑ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 12/13/2011

Clerks Notes:

VOTE OF SUPERVISORS

AYES 5  NOES  

ABSENT  ABSTAIN  

RECUSE  

Contact: Beth Lee, (925) 646-5722

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

By: STACEY M. BOYD, Deputy

ATTESTED: December 13, 2011

http://10.10.11.216/hrs/publish/print_ag_memo.cfm?seq=9676&rev=0&mode=CUSTOM... 12/16/2011
BACKGROUND: (CONT'D)

On February 3, 2008, Contra Costa County Board of Supervisors approved the amended T-Hangar Lease Agreement which removed the Aircraft Physical Damage Insurance requirement. The new amended T-hangar Lease Agreement will be used to enter into this aircraft rental agreement.

CONSEQUENCE OF NEGATIVE ACTION:

By not approving the execution of the hangar rental agreement the hangar will not be rented causing a loss of revenue to the Airport Enterprise Fund.

CHILDREN'S IMPACT STATEMENT:

Not Applicable.
Print Agenda Item Request

C.109

Board of Supervisors

Keith Freitas, Airports Director

December 13, 2011

Subject: 2011 REPORT FROM BOARD ADVISORY BODY

RECOMMENDATION(S):

RECEIVE the 2011 Annual Report submitted by the Aviation Advisory Committee.

FISCAL IMPACT:

None

BACKGROUND:

On June 18, 2002, the Board of Supervisors adopted Resolution No. 2002/377, which requires that each regular and ongoing board, commission, or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year, on the second Tuesday in December.

[☐ APPROVE] [☐ RECOMMENDATION OF CNTY ADMINISTRATOR]

Action of Board On: 12/13/2011

[☐ APPROVED AS RECOMMENDED] [☐ OTHER]

Clerks Notes:

VOTE OF SUPERVISORS

AYES [5] NOES [0]

ABSENT [0] ABSTAIN [0]

RECUSE [0]

Contact: Beth Lee, (925) 646-5722

cc:

ATTESTED: December 13, 2011

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.

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

By: June McHuen, Deputy

http://10.10.11.216/hrs/publish/print_ag_memo.cfm?seq=9566&rev=0&mode=CUSTOM... 12/16/2011
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: December 13, 2011

Subject: 2011 REPORT FROM BOARD ADVISORY BODY

The attached report fulfills this requirement for the Aviation Advisory Committee.

CONSEQUENCE OF NEGATIVE ACTION:

None

☐ APPROVE  ☐ RECOMMENDATION OF CNTY ADMINISTRATOR  ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 12/13/2011

☐ APPROVED AS RECOMMENDED  ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

Ayes 5    N O E S 0

Absent 0    A B S T A I N 0

Recuse 0

Contact: Beth Lee, (925) 646-5722

cc:

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: December 13, 2011
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy
CHILDREN'S IMPACT STATEMENT:

Not Applicable.
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: January 24, 2012

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 hangar rental agreement for a shade hangar at Buchanan Field Airport with Oscar Fernandez, effective January 6, 2012 in the monthly amount of $167.55, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will realize $2,011 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 at

Action of Board On: 01/24/2012

Clerks Notes:

VOTE OF SUPERVISORS

AYES 5 NOES
ABSENT ABSTAIN
RECUSE

Contact: Beth Lee, (925) 646-5722

cc:

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: January 24, 2012
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: STACEY M. BOYD, Deputy
C. 5

To:        Board of Supervisors

From:      Keith Freitas, Airports Director

Date:      January 24, 2012

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant.

Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during that 30-year period.

On September 1, 2000, the County obtained ownership of the aircraft hangars and shelters, pursuant to the terms of the above lease.

On February 13, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Lease Agreement for use with the larger East Ramp Hangars.

APPROVE       RECOMMENDATION OF CNTY ADMINISTRATOR
RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 01/24/2012

VOTE OF SUPERVISORS

<table>
<thead>
<tr>
<th>AYES</th>
<th>5</th>
<th>NOES</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>ABSTAIN</td>
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<td>RECUSE</td>
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Contact: Beth Lee, (925) 646-5722

Clerks Notes:

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: January 24, 2012

By: STACEY M. BOYD, Deputy
BACKGROUND: (CONT'D)

On February 3, 2008, Contra Costa County Board of Supervisors approved the amended T-Hangar Lease Agreement which removed the Aircraft Physical Damage Insurance requirement. The new amended T-hangar Lease Agreement will be used to enter into this aircraft rental agreement.

CONSEQUENCE OF NEGATIVE ACTION:

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

CHILDREN'S IMPACT STATEMENT:

Not Applicable
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Description</th>
<th>Current Status</th>
<th>Next Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hangars at Buchanan (ADG) (Buchanan Field Airport)</td>
<td>New development on a 0.86 acre parcel at northwest end of Sally Ride Drive, Buchanan Field Airport. Project includes two 45' x 40' and three 50' x 50' hangars</td>
<td>The project sponsor has requested a lease amendment to modify the ground rent, termination option and lease-end maintenance provisions to facilitate project marketing and development.</td>
<td>They have until September 30, 2012 to either construct the project terminate the lease.</td>
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<tr>
<td>Byron Jet Center - Amended &amp; Restated Lease (Byron Airport)</td>
<td>Modification of an existing lease to allow new development of corporate hangars on approximately 2 acres north of the Byron Airport office. Project reduced from eight 100' x 100' hangars to three 100' x 100' and one 50' x 50' hangars.</td>
<td>The Board of Supervisors approved the lease on August 10, 2010.</td>
<td>Construction began in August 2011 and the project is expected to be complete by end of April 2012.</td>
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</table>
CONTRA COSTA COUNTY
Public Works Department-Airports Division

DATE: November 29, 2011

TO: Aviation Advisory Committee Members

FROM: Beth Lee,
Airports Division

SUBJECT: Draft Minimum Standards Document

This memorandum responds to the Aviation Advisory Committee’s (AAC) information request at the October 13, 2011, meeting relative to the draft minimum standards document that was distributed for public review. Specifically, you asked for the list of other airports that staff researched and a summary of the primary changes from the existing document to the new draft document. Staff did try to do an electronic compare for the old and new documents but the resulting product was not useful since the program only could compare page by page and not subject matter.

As previously mentioned, the existing standards were adopted in 1979 and, as a result, are outdated and do not address the addition of the Byron Airport into the Contra Costa County airport system. The updated standards, policies and procedures are not intended to add any additional requirements but, rather, to detail the myriad of rules, regulations and policies that the airports are subject to by federal, state and other local regulators. The draft document attempts to consolidate all these obligations into a single and, most hopefully, easy to understand and use document.

The following airports’ minimum standards documents were read and reviewed prior to creating the draft Contra Costa County document:
Alaska -- Juneau
Arizona -- Marana Regional and Sierra Vista
California -- Napa, Livermore, Oakland, Rio Vista, Sacramento County, Sonoma, South Lake Tahoe, Ventura County, San Francisco, Santa Clara County (Rules and Regulations), and Yuba
Canada -- Victoria
Colorado -- Archuleta County and Colorado Springs
Florida -- Sebastian Municipal, St. Lucie County and Tampa
Idaho -- Lewiston-Nez Perce County Regional and Nampa
Michigan -- Jackson County
Minnesota -- Willmar Municipal
New Hampshire -- Portsmouth
New York – Francis G. Gabreski/Suffolk County and Republic
North Carolina – Asheville Regional
Oregon – Bend, Corvallis Municipal and Portland
Tennessee – Smyrna/Rutherford County
Texas – Georgetown and Dallas Fort Worth
Utah – St. George
Virginia – Manassas and Virginia Tech/Montgomery
Washington – Auburn and Paine Field/Snohomish County
Wyoming – Dixon

Airport staff also reviewed the relevant Federal Aviation Administration policies and procedures, the AOPA Minimum Standards for Commercial Aeronautical Activities, and the National Air Transportation Association (NATA) Airport Sponsors Guide to Minimum Standards and Airport Rules and Regulations documents for guidance on rules, policies and procedures applicable to minimum standards.

Primary changes in the new draft document are:

- Inclusion of Byron Airport
- Expanded list of definitions, acronyms, and explanation of aviation (commercial and non-commercial) operations and parameters
- Consolidates the list of general standards into one chapter with all elements grouped by subject matter
- Includes updated policies and standard operating procedures for lease, license and other use agreements
- Expands the construction and design standards for hangars and other buildings
- Updates all elements to current and consistent with industry standards
- Information is organized in chapters by subject matter (more user friendly)
- Includes existing federal, state and local rules and regulations

RMA:iz

cc: Julie Busea, PWD
Keith Freitas, Airports