Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord
Thursday, September 13, 2012, 10:00 a.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 (July 2012)
5. Consider Consent Items
   a. Approve Airport Noise/Statistics Report (June and July 2012)
   b. Receive Relevant Board Actions
   c. Development Project Matrix (No Current or Ongoing Projects)
6. Presentations/Special Reports – AAC Airport Tenant Recognition Award for Experimental Aircraft Association Young Eagles Program
7. Discussion/Action Items
   a. Items Pulled from Consent
   b. Buchanan Field Runway Project Update
   c. Southwest Ramp and Hangar Reuse Update
   d. Status of Byron Airport Inspections
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 (Tentative): October 11, 2012 at 10:00 a.m.
Next Airport Committee Meeting (Tentative): September 24, 2012 at 12:30 p.m.
CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
July 12, 2012

MEETING CALLED: The meeting was called to order by Chair Mike Bruno at 10:05 a.m. at the Director of Airport’s Office.

PRESENT: Mike Bruno, Chair, CCC Airports Business Association
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
Rich Spatz, At Large 2
Ronald Reagan, District III
Russell Roe, District II
Ed Young, At-Large 1

ABSENT: Janet Kaiser, Diablo Valley College
Tom Weber, Vice Chair, District IV
David Pfeiffer, Secretary, District V
Rudi Raab, District I

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

OPENING COMMENTS BY CHAIR: Mike Bruno asked members to sign a photograph of Buchanan Field Airport as a thank you to Geoff Logan for his service on the AAC.

PUBLIC COMMENT PERIOD: None.


APPROVAL OF CONSENT ITEMS: Moved by Rich Spatz; seconded by Derek Mims. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: None
DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent
   N/A

b. Mariposa Community Benefit Fund
   The packet included a letter that was sent to Byron Airport stakeholders to elicit feedback on Airport staffs' suggested use of the Fund. Keith Freitas gave a brief background on the creation of the Mariposa Community Benefit Fund (Fund) and the proposed project list. This issue will go back to the Airport Committee and then to the full Board of Supervisors for review and approval of the proposed project list. Comments on the project list:
   - Desire to support projects that leverage other funds and will best facilitate new development/investment
   - Timing is critical to make airport development ready
   - There was a large group at the Byron Jet Center opening; demonstrates there is interest in the airport
   - Asked if Vasco Road connection was included in any of the projects; Vasco Road connector was discussed when airport was built
   - Question about the ARFF truck project on the list; a suggestion was made to contact the Fire District to see if they have a fire truck that may not be in use due to recent station closures
   - Security improvements are important and the ARFF truck is less critical

Motion by Rich Spatz to accept the report, approve the proposed projects as listed and for staff to continue seeking other public funds for project implementation to best leverage the Fund. Seconded by Keith McMahon. Unanimously approved.

c. Southwest Ramp and Hangar Reuse
   Beth Lee gave a brief overview of the history of developing the site and need to relocate tenants from the area. Work is being performed on the clubhouse to put it back in service; it will be available for all aviation clubs/tenants to schedule for use and serve as a second public meeting space. The executive hangars are being used for staging of the runway rehabilitation project which will be complete in late August. Staff is discussing the reuse potential of these hangars including relocation policies when this area is to be developed in the future.

d. Tenant Recognition Award
   The AAC received two nominees; one for the EAA Young Eagles program and the other for Bay Area Skydiving for the Santa Skydive annual event.

Motion by Rich Spatz to approve an award for the EAA Young Eagles program. Seconded by Derek Mims. Unanimously approved.

Motion by Ronald Reagan to approve an award for Bay Area Skydiving. Seconded by Ed Young. Unanimously approved.
The award for Bay Area Skydiving will be made at the AAC’s September meeting and the award for the EAA will be made at the October meeting.

e. **CCR Runway Project**
Keith Freitas stated that the project was completed on time and the runway was reopened on Wednesday, July 11 at 7:00 a.m.; notices were sent to tenants. No runway incursions were noted during the project. The intersection work that was done will prevent closing both main runways in the future when Runway 14L/32R is rehabilitated.

Steve Callahan and Mark Grosenheider were the two lead Operations staff for the project; Mark was introduced to the committee. KC Coyle, retired Airport Operations Manager, was brought back on contract to assist.

Runway needs 30 days to cure and then the contractor will be back out to perform the grooving and repainting. The work is anticipated to start around August 16th and will take 10 to 14 days).

Mike Bruno thanked staff for all their hard work in keeping the tenants updated/informed throughout the project.

f. **Byron Airport Inspections**
Airport staff will be inspecting all of the Byron hangars on September 13th, 20th and 27th. Notices were sent to all tenants along with a letter that explained about the inspections, provided the parameters for storage, and giving instructions as to how to schedule their inspection. Tenants have not been responsive in scheduling inspections and staff will be contacting them. These inspections are similar to those conducted at Buchanan Field two years ago.

**UPDATES/ANNOUNCEMENTS**

a. **Airport Committee Update**
The Airport Committee met on June 25th and discussed the Mariposa Community Benefit Fund, Minimum Standards and related elements document, the emergency landing at Buchanan Field Airport, and the crosswalk by the skydiving building (note: improvements were completed this week).

b. **What is happening at Buchanan Field & Byron Airports/Other Airports**
- Runway project work is primarily completed
- Tree trimming on the golf course is underway and should be complete by end of August

c. **Update from Airport Business Association**
Mike Bruno stated that there has been a slight downturn in business this month but it may be related to the closure of the runway for rehabilitation.

d. **AAC Announcements**
• The August AAC meeting will likely be cancelled; members will be notified if a meeting will be necessary
• The September AAC meeting will be held at the Byron Airport; Bay Area Skydiving will be presented with their Tenant Recognition Award
• Ed Young mentioned that the parking area by the Buchanan Field Airport control tower is looking a bit worn and weeds are coming through some of the cracks

e. Airport Staff Announcements
   None

FUTURE AGENDA ITEMS
• Tenant recognition awards; September at Byron and October at Buchanan Field
• Status of Byron Airport inspections

Next meeting scheduled for Thursday, September 13th at 10:00 a.m. at Byron Airport.

ADJOURNMENT: The meeting was adjourned by the Chair at 11:00 a.m.
CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
June 14, 2012

MEETING CALLED: The meeting was called to order by Chair Mike Bruno at 10:04 a.m. at the Director of Airport's Office.

PRESENT: Mike Bruno, Chair, CCC Airports Business Association
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
David Pfeiffer, Secretary, District V
Rudi Raab, District I
Rich Spatz, At Large 2
Ronald Reagan, District III
Tom Weber, Vice Chair, District IV

ABSENT: Janet Kaiser, Diablo Valley College
Russell Roe, District II
Ed Young, At-Large 1

STAFF: Beth Lee, Assistant Airports Director

OPENING COMMENTS BY CHAIR: Mike Bruno commented that pilots are really complaining about trees on the golf course. Beth Lee asked Mike to advise Airport staff as to which tree(s) are of the most immediate concern and Airport staff will work with the golf course to have those prioritized.

Rudi Raab reported he would miss the next three meetings (July through September)

PUBLIC COMMENT PERIOD: Tom Weber asked for a brief overview of the weekend landing on the golf course. Mike Bruno gave a quick overview.

CONSENT ITEMS: Moved by Tom Weber; seconded by Derek Mims. Approved unanimously.

PRESENTATION/SPECIAL REPORTS: None

DISCUSSION/ACTION ITEMS:

a. **Items Pulled from Consent**
   N/A

b. **Aviation Advisory Committee (AAC) Tenant Recognition Award**
The AAC is still accepting applications for the AAC Tenant Recognition Award and will vote on them at the July meeting.
   - Tom Weber submitted an application on behalf of Bay Area Skydiving for their participation in the Santa Skydive.
   - Another application was submitted on behalf of the Experimental Aircraft Associations Young Eagles

c. **Buchanan Field Airport Runway 01L/19R Overlay and Reconstruction Project Update**
Beth Lee reported that so far the project is on schedule and that Airport staff will let tenants know if there are any change.

d. **Stormwater Letter Overview**
Airport staff advised about regional and state obligations for stormwater control which is why a letter was sent to tenants recently on this subject matter. Airport staff wanted to let tenants know what the rules and requirements are in advance of having any regulatory agency come out and inspect; any fines pass to the party who committed the offensive act.

   Mike Bruno stated that he's had longtime experience with this issue and the regulators are very passionate.

e. **Airport Draft Minimum Standards**
Beth Lee reported that any final changes will be in the draft document for the Airport Committee at the June meeting.

   Rudi Raab made a motion to approve the document. David Pfeiffer seconded. Approved unanimously and send the document to the Airport Committee.

   A suggestion was made to have someone representing the AAC give an overview of the process and AAC support at the Airport Committee meeting.

f. **Update on Runway Pilot Controlled Lighting**
Airport staff reported that a bid package was ready for when Federal Aviation Administration (FAA) funding is available. It would likely be a few years out as Buchanan Field had been given $3+ million for the runway project and that there are
several large scale projects in the region that will use funding for the next three (3) to five (5) years.

UPDATES/ANNOUNCEMENTS

a. **Airport Committee Update**
   Next meeting is June 25, 2012 at 2:00 p.m.

b. **What is happening at Buchanan Field & Byron Airports/Other Airports**
   - Byron Jet Center dedication on June 24
   - Mustang Car Rally – June 21 through June 24
   - Airport Land Use Commission (ALUC) approved Concord's Development Plan
   - Experimental Aircraft Association (EAA) Young Eagles Event on June 16

c. **Update from Airport Business Association**
   Mike Bruno stated he tries to meet at least once a month with one business on the airfield. This month he met with George Hall of the Buchanan Field Golf Course. The golf course is also being negatively affected by the economy.

d. **AAC Announcements**
   None

e. **Airport Staff Announcements**
   Update was given on what Airport staff is doing at the Airport—new seals on the hangar doors, clubhouse changes, and potential painting of the east ramp hangars.

FUTURE AGENDA ITEMS

- Runway 32R night lighting (pilot control)
- Trees on golf course
- AAC Tenant Recognition Program

Next meeting scheduled for Thursday, July 12 at 10:00 a.m.

**ADJOURNMENT:** The meeting was adjourned by the Chair at 10:40 a.m.
# Noise Abatement Statistics

## June 2012

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Feb - 2 complaints from UH-1 helicopter
4 complaints from police action
March - 5 complaints from Gulfstream 3
Apr - 3 from aerobatic aircraft
2 from Bell UH-1 Helicopter
June - 1 PG&E helicopter
# Contra Costa County Airports
## Monthly Operations Report

### June 2012

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### Skydivers

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*FAA NO LONGER REQUIRED TO RECORD THIS INFORMATION PER FAA GUIDELINES AS OF DECEMBER 2011*
# Noise Abatement Statistics

## July 2012

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## COMPLAINTS ASSOCIATED WITH

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<th>YTD 2011</th>
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<td>Buchanan Field Airport</td>
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<td>9</td>
<td>15</td>
<td>31</td>
</tr>
<tr>
<td>Byron Airport</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Law Enforcement/Lifeguard Lights</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Non-associated</td>
<td>1</td>
<td>0</td>
<td>9</td>
<td>9</td>
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</table>

## TIME OF INCIDENT

<table>
<thead>
<tr>
<th>Time Period</th>
<th># Of Callers</th>
<th>Complaints</th>
<th>YTD 2012</th>
<th>YTD 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day (0700 - 1700)</td>
<td>3</td>
<td>7</td>
<td>13</td>
<td>30</td>
</tr>
<tr>
<td>Evening (1700 - 2200)</td>
<td>1</td>
<td>2</td>
<td>12</td>
<td>10</td>
</tr>
<tr>
<td>Night (2200 - 0700)</td>
<td>2</td>
<td>0</td>
<td>6</td>
<td>2</td>
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<tr>
<td>All Times</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
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</table>

## TYPE OF COMPLAINT

<table>
<thead>
<tr>
<th>Type</th>
<th># Of Callers</th>
<th>Complaints</th>
<th>YTD 2012</th>
<th>YTD 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noise</td>
<td>0</td>
<td>3</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>Low Flying</td>
<td>2</td>
<td>5</td>
<td>7</td>
<td>13</td>
</tr>
<tr>
<td>Noise and Low Flying</td>
<td>2</td>
<td>1</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Too Many Aircraft</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td>0</td>
<td>12</td>
<td>4</td>
</tr>
</tbody>
</table>

## TYPE OF AIRCRAFT

<table>
<thead>
<tr>
<th>Type</th>
<th># Of Callers</th>
<th>Complaints</th>
<th>YTD 2012</th>
<th>YTD 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jet</td>
<td>0</td>
<td>5</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>Propeller</td>
<td>3</td>
<td>4</td>
<td>13</td>
<td>21</td>
</tr>
<tr>
<td>Helicopter</td>
<td>0</td>
<td>0</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>All Types</td>
<td>1</td>
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</tr>
<tr>
<td>Unknown</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

## TOTAL AIRCRAFT OPERATIONS

<table>
<thead>
<tr>
<th>Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6,997</td>
</tr>
<tr>
<td></td>
<td>7,368</td>
</tr>
<tr>
<td></td>
<td>44,787</td>
</tr>
<tr>
<td></td>
<td>47,702</td>
</tr>
</tbody>
</table>

## COMPLAINTS PER 11,000 OPERATIONS

<table>
<thead>
<tr>
<th>Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

## COMPLAINTS PER 11,000 OPERATIONS - BUCHANAN ONLY

<table>
<thead>
<tr>
<th>Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>14</td>
</tr>
</tbody>
</table>

---

Feb - 2 complaints from UH-1 helicopter
4 complaints from police action
March - 3 complaints from Gulfstream 3
Apr - 3 from aerobatic aircraft
2 from Bell UH-1 Helicopter
June - 1 PG&E helicopter
### Contra Costa County Airports
#### Monthly Operations Report

**July 2012**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
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<tr>
<td><strong>AIRCRAFT OPERATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Operations</td>
<td>6,997</td>
<td>7,368</td>
<td>44,787</td>
<td>47,702</td>
<td>-6%</td>
</tr>
<tr>
<td>Local Operations</td>
<td>2,715</td>
<td>3,200</td>
<td>18,953</td>
<td>23,497</td>
<td>-19%</td>
</tr>
<tr>
<td>Itinerant Operations</td>
<td>3,414</td>
<td>4,168</td>
<td>20,958</td>
<td>24,205</td>
<td>-13%</td>
</tr>
<tr>
<td>Total Instrument Ops</td>
<td>656</td>
<td>679</td>
<td>4,324</td>
<td>4,574</td>
<td>-5%</td>
</tr>
<tr>
<td>Actual Instrument Ops*</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>169</td>
<td>-</td>
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<tr>
<td><strong>FUEL FLOWAGE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>110 Octane</td>
<td>24,869</td>
<td>24,484</td>
<td>142,735</td>
<td>144,171</td>
<td>-1%</td>
</tr>
<tr>
<td>Jet Fuel</td>
<td>51,146</td>
<td>64,450</td>
<td>328,274</td>
<td>350,554</td>
<td>-6%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>76,015</td>
<td>88,934</td>
<td>471,009</td>
<td>494,725</td>
<td>-5%</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>1,733</td>
<td>3,598</td>
<td>21,535</td>
<td>23,832</td>
<td>-10%</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>208</td>
<td>185</td>
<td>986</td>
<td>689</td>
<td>43%</td>
</tr>
<tr>
<td>Experienced Jumps</td>
<td>1,696</td>
<td>1,648</td>
<td>9,429</td>
<td>6,630</td>
<td>42%</td>
</tr>
<tr>
<td>First Time Jumps</td>
<td>394</td>
<td>400</td>
<td>1,379</td>
<td>1,336</td>
<td>3%</td>
</tr>
<tr>
<td>Student Jumps</td>
<td>62</td>
<td>36</td>
<td>221</td>
<td>133</td>
<td>66%</td>
</tr>
</tbody>
</table>

*FAA NO LONGER REQUIRED TO RECORD THIS INFORMATION PER FAA GUIDELINES AS OF DECEMBER 2011*
Contra Costa County
Board of Supervisors
APPROVED Board Orders
Relating to County Airports

The following certified Board Orders are attached:

July 10, 2012
APPROVE the Buchanan Field Airport 1L-19R Rehabilitation project contingency fund increase of $285,819 for new contingency fund total of $571,638, and a new payment limit of $3,429,828 effective July 10, 2012; and APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Contract Change Order No. 5 with Ghilotti Bros., Inc., effective July 10, 2012, in an amount of approximately $314,000 to allow additional payment for certain items of work involving additional Cold-In-Place Recycling (CIR) asphalt paving due to greater than expected sub-base failures found during the initial surface grinding of Runway 1L/19R.

July 24, 2012
APPROVE and AUTHORIZE the Director or Airports, or designee, to (i) terminate the lease between the County and Caffino Express LLC ("Caffino") dated October 1, 2012 and (ii) initiate an unlawful detainer proceeding against Caffino to regain possession of 2301 Meridian Park Boulevard.

August 14, 2012
APPROVE and AUTHORIZE the Director or Airports, or designee, to execute a hangar rental agreement for T-hangar at Buchanan Field Airport with Charles Janda and Frances Janda, effective July 1, 2012, in the monthly amount of $383.74

August 14, 2012
APPROVE the Minimum Standards, Development, Facility Use and Lease Policies for the Buchanan Field and Byron Airports and AUTHORIZE the Director or Airports, or designee, to begin implementation of the Minimum Standards and related elements.

August 21, 2012
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Matthew Larkin, Caron Krueger Larkin and K5 Family, LLC, for a T-hangar at Buchanan Field Airport effective August 1, 2012 in the monthly amount of $383.74

August 21, 2012
APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Western Air Logistics, LLC for a shade hangar at Buchanan Field Airport effective August 1, 2012, in the monthly amount of $172.41, Pacheco area

August 21, 2012
APPROVE and AUTHORIZE the Director of Airports to terminate the T-Hangar and Shade Hangar Rental Agreement with Jeffrey Deuel. AUTHORIZE County Counsel to pursue legal action.
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: July 10, 2012

Subject: Approval of Consent to Assignment of Lease between C.C. County & Rabobank, N.A., & NWK2, Inc. for the property located at 1448 & 1450 Sally Ride Dr.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute on behalf of the County a Consent to Assignment of Lease between the County and the current tenant, Rabobank, N.A., and the new tenant, NWK2, Inc.

FISCAL IMPACT:

The Airport Enterprise Fund will continue to receive lease and other revenues provided for in the Lease. The County General Fund will continue to receive property, sales and possessory interest tax revenues from the Lease.

BACKGROUND:

Under a ground lease dated March 15, 2005, the County leased the subject property to APEX Aviation Corporation (APEX) for the purpose of providing specialty aviation services at Buchanan Field Airport. As permitted under the lease, APEX entered into a leasehold mortgage to finance improvements to the property. Under the leasehold mortgage, the lender was granted a lien in the leasehold estate. The holder of the leasehold mortgage, Rabobank, N.A. (Bank), has foreclosed and is now the tenant under the lease.

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

Action of Board On: 07/10/2012

Clerks Notes:

VOTE OF SUPERVISORS

AYES 6  NOES  
ABSENT  
ABSTAIN  
RECUSE  

Contact: Beth Lee, (925) 646-5722

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 10, 2012

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

By: STACEY M. BOYD, Deputy

cc:
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: July 10, 2012

Subject: Approval of Consent to Assignment of Lease between C.C. County & Rabobank, N.A., & NWK2, Inc. for the property located at 1448 & 1450 Sally Ride Dr.

☐ APPROVE
☐ RECOMMENDATION OF CNTY ADMINISTRATOR

Action of Board On: 07/10/2012

☐ OTHER
☐ RECOMMENDATION OF BOARD COMMITTEE
☐ APPROVED AS RECOMMENDED
☐ OTHER

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: July 10, 2012

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

By: STACEY M. BOYD, Deputy

VOTE OF SUPERVISORS

AYES 5 NOES
ABSENT ABSTAIN
RECUSE

Contact: Beth Lee, (925) 646-5722

cc:
Print Agenda Item Request

**BACKGROUND: (CONT'D)**

The Bank desires to assign all of its interest in the lease to an affiliate of the Bank, NWK2, Inc. (NWK2). An assignment of the lease requires the prior written consent of the County. NWK2 owns and manages bank-owned property for the Bank. NWK2 will contract with a third party that will operate an aviation business on the Property as contemplated by the lease.

**CONSEQUENCE OF NEGATIVE ACTION:**

The County will not consent to the assignment of the lease and Rabobank will not be able to assign its interest in the lease.

**CHILDREN'S IMPACT STATEMENT:**

Not Applicable
To: Board of Supervisors

From: Julia R. Bueren, Public Works Director/Chief Engineer

Date: July 10, 2012

Subject: Contingency fund increase and Execution of CCO No. 5 for the Buchanan Field Airport Runway 1L-19R Rehabilitation, Concord area

RECOMMENDATION(S):

APPROVE the Buchanan Field Airport 1L-19R Rehabilitation project contingency fund increase of $285,819 for a new contingency fund total of $571,638, and a new payment limit of $3,429,828 effective July 10, 2012; and APPROVE and AUTHORIZE the Public Works Director, or designee, to execute Contract Change Order No. 5 with Ghilotti Bros., Inc., effective July 10, 2012, in an amount of approximately $314,000 to allow additional payment for certain items of work involving additional Cold-In-Place Recycling (CIR) asphalt paving due to greater than expected sub-base failures found during the initial surface grinding of Runway 1L/19R, Concord area. (90% Federal AIP Funds and 10% Airport Enterprise Funds) Project No. 4855-4690-SAS-6X5381

FISCAL IMPACT:

The $285,819 increase in contingency funds will be funded by FAA AIP Funds (90%) and Airport Enterprise Funds (10%).

☑ APPROVE
☑ RECOMMENDATION OF CNTY ADMINISTRATOR

Action of Board On: 07/10/2012

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: July 10, 2012

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

By: STACEY M. BOYD, Deputy

VOTE OF SUPERVISORS

AYES [5] NOES [ ]

ABSENT [ ] ABSTAIN [ ]

RECUSE [ ]

Contact: Kevin Emigh, (925) 313-2233

cc:
To: Board of Supervisors

From: Julia R. Bucen, Public Works
Director/Chief Engineer

Date: July 10, 2012

Subject: Contingency fund increase and Execution of CCO No. 5 for the Buchanan Field Airport Runway 1L-19R Rehabilitation, Concord area

BACKGROUND:

The contingency fund increase is necessary to compensate the contractor for unforeseen extra work necessary for the construction of the project.

☐ APPROVE
☐ RECOMMENDATION OF CNTY ADMINISTRATOR

Action of Board On: 07/10/2012

☐ OTHER
☐ RECOMMENDATION OF BOARD COMMITTEE

☐ APPROVED AS RECOMMENDED
☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 5   NOES

ABSENT   ABSTAIN

RECEIVE

Contact: Kevin Emigh, (925) 313-2233

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: July 10, 2012

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

By: STACEY M. BOYD, Deputy
CONSEQUENCE OF NEGATIVE ACTION:

The lack of approval would prevent successful completion of this contract and preclude payment to the contractor for compensation due to them for completing required work.

CHILDREN'S IMPACT STATEMENT:

Not applicable.
To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: July 24, 2012  
Subject: APPROVE AND AUTHORIZE LEASE TERMINATION AND INITIATION OF UNLAWFUL DETAINER PROCEEDING AGAINST CAFFINO EXPRESS LLC

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, on behalf of the County, to (i) terminate the lease between the County and Caffino Express LLC ("Caffino") dated October 1, 2010, and (ii) initiate an unlawful detainer proceeding against Caffino to regain possession of 2301 Meridian Park Boulevard, Buchanan Field Airport.

FISCAL IMPACT:

There is no fiscal impact on the General Fund.

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

Action of Board On: 07/24/2012

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

By: STACEY M. BOYD, Deputy

VOTE OF SUPERVISORS

AYES 3 NOES 0
ABSENT 2 ABSTAIN 0
RECUSE 0

Contact: Beth Lee, (925) 646-5722

cc:
Print Agenda Item Request

BACKGROUND:

On October 1, 2010, the County and Caffino entered into a lease for the property located at 2301 Meridian Park Boulevard in Concord, California (the “Lease”). Caffino has conducted the sale of coffee, other beverages and food items from the site. Due to adverse economic impacts, Caffino had experienced significant financial loss and has fallen two (2) months behind in payment of ground rent and other associated fees. Airport staff had worked with Caffino to devise a repayment plan to bring them current without jeopardizing their ability to remain in business. To that end, Airport staff negotiated new lease terms and the new lease was approved by the Board of Supervisors in September 2010. Since the lease was implemented Caffino has seldom paid its rent on time and is currently two (2) months behind in the payment of ground rent. As such, it is necessary to initiate the lease termination process.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will result in an accumulation of bad debt to the Airport Enterprise Fund whereby a private party is using County property without providing compensation. A delay in action will negatively impact the Airport Enterprise Fund.

CHILDREN'S IMPACT STATEMENT:

Not Applicable
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: August 14, 2012

Subject: APPROVE Minimum Standards, Development, Facility Use & Lease Policies for the Buchanan Field and Byron Airports

RECOMMENDATION(S):

APPROVE the Minimum Standards, Development, Facility Use and Lease Policies for the Buchanan Field and Byron Airports and AUTHORIZE the Director of Airports, or designee, to begin implementation of the Minimum Standards and related elements. Concord and Byron Areas

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Federal Aviation Administration (FAA) requires that any owner or operator of any airport that has been developed or improved with Federal grant assistance or conveyance of Federal property assistance is required to operate the airport for the use and benefit of the public and to make it available for all types, kinds, and classes of aeronautical activity. The terms imposed on those who use the airport and its services must be reasonable and applied without unjust discrimination. The FAA also has a policy that recommends minimum standards be developed for use and implementation as a means to minimize the potential for violations of Federal obligations at federally obligated airports. Both Buchanan Field and Byron Airports (Airports) receive Federal grant assistance and, as a result, are federally obligated airports.

[☑] APPROVE

[ ] RECOMMENDATION OF CNTY ADMINISTRATOR

[ ] RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 08/14/2012

[ ] APPROVED AS RECOMMENDED

[ ] OTHER

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: August 14, 2012

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

By: STACEY M. BOYD, Deputy

Contact: Beth Lee, (925) 646-5722

ce:

http://10.10.11.216/frs/publish/print_ag_memo.cfm?seq=11751&rev=0&mode=CUSTOM&reload=true 8/17/2012
Print Agenda Item Request

To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: August 14, 2012

Subject: APPROVE Minimum Standards, Development, Facility Use & Lease Policies for the Buchanan Field and Byron Airports

☑️ APPROVE
☑️ RECOMMENDATION OF CNTY ADMINISTRATOR

Action of Board On: 08/14/2012

Clerks Notes:

VOTE OF SUPERVISORS

AYES 4 NOES
ABSENT 1 ABSTAIN
RESCUE ✓

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: August 14, 2012

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

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

The proposed Minimum Standards, Development, Facility Use and Lease Policies (Minimum Standards) is a comprehensive document to provide guidance and parameters for commercial aeronautical service providers and users of the Airports. The existing Contra Costa County (County) Minimum Standards document was approved in 1979; before Byron Airport was a part of the County airport system. As the County Minimum Standards document does not include Byron Airport and many elements have changed or been added over this time, Airport staff felt it appropriate to update the document to current standards. A vast majority of the Minimum Standards elements are existing requirements, policies or standards from the Federal, State or County.

Public participation was a key element of formulating the new Minimum Standards document. To that end, copies of the original draft document were sent to County staff that has involvement with the Airports to elicit their comments and best ensure that County policies, plans and standards were incorporated into the document. A second draft, which incorporated the County comments, was then made available for public review through the Airports website, discussions at the Aviation Advisory Committee, notices sent to existing tenants, the Airports Newsletter, and included with billing statements. The document has been available for public review and comment since January 2011. Airports staff received comments from four individuals and the final document incorporates changes resulting from these comments.

On June 25, 2012, the Airport Committee of the Board of Supervisors reviewed the Minimum Standards and approved scheduling this item before the full Board of Supervisors for their review and approval.

CONSEQUENCE OF NEGATIVE ACTION:

Delay in project approval will result in a delay of completing the Minimum Standards update and it will not be consistent with current Federal, State and County requirements, policies and standards.

CHILDREN'S IMPACT STATEMENT:

- Not Applicable
Print Agenda Item Request

To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: August 14, 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 T-hangar at Buchanan Field Airport with Charles Janda and Frances Janda, effective July 1, 2012, in the monthly amount of $383.74, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will continue to realize $4,604.88 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 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.

Action of Board On: 08/14/2012

RECOMMENDATION OF CNTY ADMINISTRATOR

APPROVE

RECOMMENDATION OF BOARD COMMITTEE

OTHER

APPROVED AS RECOMMENDED

OTHER

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: August 14, 2012

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

By: STACEY M. BOYD, Deputy

VOTE OF SUPERVISORS

AYES 4 NOES 0

ABSENT 1 ABSTAIN 0

RECUSE 0

Contact: Beth Lee, (925) 646-5722

cc: http://10.10.11.216/irs/publish/print_ag_memo.cfm?seq=11743&rev=0&mode=CUSTOM&reload=true 8/17/2012
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: August 14, 2012

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

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

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: August 14, 2012
David J. Two, County Administrator and Clerk of the Board of Supervisors

By: STACEY M. BOYD, Deputy

VOTE OF SUPERVISORS

AYES 4 NOES

ABSENT 1 ABSTAIN

RECUSE

Contact: Beth Lee, (925) 646-5722

ce:
BACKGROUND: (CONT'D)

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

Air Charlie, LLC is the current tenant on the T-hangar Rental Agreement which is owned by Charles and Frances Janda. Mr. Janda has dissolved the LLC and as a result the T-hangar Rental Agreement needs to be changed. The new T-hangar Rental Agreement is between the County, Charles Janda and Frances Janda, which is consistent with the insurance and aircraft registration as required by County Policy.

CONSEQUENCE OF NEGATIVE ACTION:

By not approving the execution of the hangar rental agreement the tenant name will continue to reflect the name of the dissolved LLC and will not be consistent with County Policy.

CHILDREN'S IMPACT STATEMENT:

Not Applicable
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: August 21, 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 month-to-month hangar rental agreement with Matthew Larking, Caron Krueger Larkin and K5 Family, LLC, for a T-hangar at Buchanan Field Airport effective August 1, 2012 in the monthly amount of $383.74, Pacheco area.

FISCAL IMPACT:
The Airport Enterprise Fund will realize $4,604.88 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 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.

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

Action of Board On: 08/21/2012 ☑ APPROVED AS RECOMMENDED ☐ OTHER

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 above.

ATTESTED: August 21, 2012

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

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

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.

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
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: August 21, 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 month-to-month hangar rental agreement with Western Air Logistics, LLC for a shade hangar at Buchanan Field Airport effective August 1, 2012, in the monthly amount of $172.41, Pacheco area.

FISCAL IMPACT:
The Airport Enterprise Fund will realize $2,068.92 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 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 ☐ OTHER
☑ RECOMMENDATION OF CNTY ADMINISTRATOR ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 08/21/2012 ☑ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES ☑ 5 ☐ NOES ☐
ABSENT ☐ ☐ ABSTAIN ☐
RECUSE ☐ ☐

Contact: Beth Lee, (925) 646-5722

cc:
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
To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: August 21, 2012

Subject: APPROVE AND AUTHORIZE TERMINATION OF T-HANGAR AND SHADE HANGAR RENTAL AGREEMENT WITH JEFFREY DEUEL.

RECOMMENDATION(S):
APPROVE and AUTHORIZE the Director of Airports to terminate the T-Hangar and Shade Hangar Rental Agreement with Jeffrey Deuel. AUTHORIZE County Counsel to pursue legal action, Pacheco Area.

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

BACKGROUND:
On January 29, 2010, the County entered into a T-Hangar and Shade Hangar Rental Agreement (Agreement) with Jeffrey Deuel (Tenant) for use of T-Hangar #E-8, which is located on the East Ramp of Buchanan Field Airport. Because of his failure to pay rent in full and the cancellation of mandatory insurance, Tenant is currently in default under the Agreement.

[☑] APPROVE  [☐] OTHER

[☑] RECOMMENDATION OF CNTY ADMINISTRATOR  [☐] RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 08/21/2012 [☑] APPROVED AS RECOMMENDED  [☐] OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES 5  NOES  

ABSENT  

ABSTAIN  

RECUSE  

Contact: Beth Lee, (925) 646-5722

cc:
BACKGROUND: (CONT'D)

The first non-compliance letter was sent to Tenant on July 19, 2012 and the second on August 8, 2012. The letter informed Tenant that to avoid termination of the Agreement, payment in full of past due rent, then totaling $1040.06, and evidence of satisfactory insurance would have to be delivered to the County by 4:00 p.m., August 20, 2012. However, the deadline was not met.

Airport staff is requesting authority to terminate the Agreement and to pursue legal action against Tenant through County Counsel. Such actions are consistent with adopted Airport policies. In addition, by recovering possession of the Premises, the Airport will be able to make the space available to the next person on the Buchanan Field Airport T-Hangar waiting list.

CONSEQUENCE OF NEGATIVE ACTION:

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

CHILDREN'S IMPACT STATEMENT:

Not Applicable