



AIRPORTS COMMITTEE

March 3, 2014

1:00 P.M.

550 Sally Ride Drive, Concord

Supervisor Mary N. Piepho, Chair
Supervisor Karen Mitchoff, Vice Chair

Agenda Items:	Items may be taken out of order based on the business of the day and preference of the Committee
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Present: Mary N. Piepho, Chair
Karen Mitchoff, Vice Chair

Staff Present: Patrick Roche, Department of Conservation and Development
Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Natalie Olesen, Airport Office Assistant

1. Introductions
2. Review and Approve record of meeting for September 23, 2013.

September 23, 2013, minutes were approved.

AYES: Chair Mary N. Piepho, Vice Chair Karen Mitchoff
Passed

3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

None

4. RECEIVE update from the Aviation Advisory Committee Chairperson.

Received report.

The AAC had been reviewing and making recommendations on: the East Ramp Hangar Painting project; how Buchanan Field Airport fits into the Bay Area Transportation System; the 2014 AAC Tenant Recognition Award (Sterling Aviation for excellence in customer service, and the Mt. Diablo Pilots Association and Experimental Aircraft Association for the hours of volunteer work they put in updating the Airport Clubhouse); aircraft noise complaints and how, although they are up, there is a correlation with

increased operations; the Airports' budget; and Airport business's comments and concerns.

5. RECEIVE report on the final Airport Enterprise Fund 2012/2013 Budget.

Airport expenses were at 93% of budgeted amount. Revenues were at 103% of budgeted amount even with Consumer Price Index (CPI) waiver in 2013. The Airport Emergency Fund was at \$340,000.

Report approved.

AYES: Chair Mary N. Piepho, Vice Chair Karen Mitchoff
Passed

6. RECEIVE report on the Airport Enterprise Fund 2013/14 Budget.

Fiscal Year 2013/14 Budget expenses and revenues were similar to those budgeted in Fiscal Year 2012/13. Another \$60,000 was added to the Airport Emergency Fund. A portion of the Mariposa Fund has been dedicated to projects as follows: \$9,300 for the Byron Airport Infrastructure Analysis, \$8,556 for the Byron Airport Airfield Pavement, Lighting and Signage Enhancements and \$250,000 (high end estimate) for the General Plan Amendment and associated environmental review.

Report approved.

AYES: Chair Mary N. Piepho, Vice Chair Karen Mitchoff
Passed

7. CONSIDER marketing efforts under the Airport Economic Development Program and DETERMINE any action to be taken.

Airport staff has embarked on marketing efforts to retain and generate more interest in the County Airports. A marketing video is being created to generate an interest in the County Airports and a draft version should be available next month for review. Additional short videos will be developed, ie. learn to fly and Emergency Services. The Airports' website is being updated and a new web address is being considered. The Airports have a new phone number, 844-Fly-To-Us (844-359-8687) to allow for caller identification. Airport staff is working on an E-Pay system to give tenants more options to make their rental payments as tenants have complained that they cannot make payments electronically or by credit card.

AYES: Chair Mary N. Piepho, Vice Chair Karen Mitchoff
Passed

8. CONSIDER potential airport capital improvement projects and DETERMINE any action to be taken.

Airports' debt has been retired and Airport staff is looking at future projects. At Buchanan Field possible projects include: East Ramp taxiway pavement rehabilitation; general aviation terminal and Airport administrative offices; billboard sign and general signage; Sally Ride Drive connector to allow for development of the field across from the Airports office as the property is designated for aviation uses; and air traffic control tower replacement. At Byron Airport possible projects include: construction of airfield pavement, lighting and signage improvements; new hangars and Fixed Base Operator space with an Aircraft Rescue and Fire Fighting (ARFF) Bay; runway extension; sanitary sewer; domestic water; ARFF truck; fire protection; Jet-A fuel system with about 90% of the projects being FAA grant eligible.

Approved report.

AYES: Chair Mary N. Piepho, Vice Chair Karen Mitchoff
Passed

9. CONSIDER aircraft retention efforts and DETERMINE any action to be taken.

Airport staff is looking at ways to retain our tenants and attract new ones. Retention efforts include: Consumer Price Index (CPI) waiver in 2013 was very successful as both airports retained tenants and slightly increased based aircraft, even though it was not a huge monetary change to the tenants it sent the message that they do matter to the Airports' staff and County. Additional ideas are in the works for this year and Airport staff will work with stakeholders, the AAC and Airport Committee to develop beneficial retention programs. Airport staff is finding the best way to attract new customers is self-marketing; by our tenants marketing on our behalf and others through word of mouth.

Report approved.

AYES: Chair Mary N. Piepho, Vice Chair Karen Mitchoff
Passed

10. CONSIDER Consumer Price Index Adjustment Waiver for County Hangar Tenants and DETERMINE any action to be taken.

The AAC supports waiving the CPI increase for the County hangars at Buchanan Field and Byron Airports. County hangar prices are the highest in the area. Our competitors generally do either a CPI increase every other year or increase less than CPI. The Airport Committee was asked to consider and approve the CPI waiver so that the item could go before the full Board of Supervisors on March 11, 2014. The CPI increase is due to go into effect for County hangar tenants on April 1, 2014.

The Airport Committee expanded the CPI waiver to all applicable tenants at both Airports in 2014; this action was approved to schedule before the full Board of Supervisors for final approval as a consent item.

AYES: Chair Mary N. Piepho, Vice Chair Karen Mitchoff

Passed

11. CONSIDER Infrastructure Analysis for the Byron Airport and DETERMINE any action to be taken.

An FAA grant was received to do the infrastructure analysis at the Byron Airport; the Mariposa Fund provided the local match. The report indicated: current infrastructure is sufficient for additional aviation related capacity; infrastructure would need to be updated and expanded for non-aviation development; several options for sewer and water with their relative costs were identified, although, some of the costs are prohibitive at this time but may be more cost effective in the future.

Update on the General Plan Amendment for the Byron airport: Airport staff and Department of Conservation and Development are working together to define the scope; the General Plan will clearly identify aviation and non-aviation uses; the P-1 zoning will need to be changed to match the General Plan; will be at least a year before the General Plan Amendment will go to the full Board of Supervisors for approval; a presentation would be given to the Aviation Advisory Committee before June and to the Airport Committee on June 2.

Report approved.

AYES: Chair Mary N. Piepho, Vice Chair Karen Mitchoff

Passed

12. The next meeting is currently scheduled for June 2, 2014.
13. Adjourn

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Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting.

For Additional Information Contact:

Keith Freitas, Co
Phone (925) 646-5722, F
kfrei@