



## AIRPORTS COMMITTEE

March 9, 2015

10:30 A.M.

550 Sally Ride Drive, Concord

Supervisor Karen Mitchoff, Chair

Supervisor Mary N. Piepho, Vice Chair

<b>Agenda Items:</b>	Items may be taken out of order based on the business of the day and preference of the Committee
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1. Introductions
2. REVIEW and APPROVE record of meeting for September 11, 2014
3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
4. RECEIVE update from the Aviation Advisory Committee
5. RECEIVE and APPROVE New Airport Video for distribution
6. REVIEW and ACCEPT Airport Enterprise Fund Fiscal Year 2013/14 Final Budget
7. REVIEW and DISCUSS Airport Development and Business Interest Discussion
8. REVIEW and DISCUSS Airfield Construction Projects Overview
9. REVIEW and DISCUSS Airport Economic Development Incentive Program
10. RECEIVE and DISCUSS Airport Security Update
11. The next meeting is tentatively scheduled for June 8, 2015.
12. Adjourn

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*The Airports Committee will provide reasonable accommodations for persons with disabilities planning to attend Airports Committee meetings. Contact the staff person listed below at least 96 hours before the meeting.*

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Airports Committee less than 96 hours*

*prior to that meeting are available for public inspection at 550 Sally Ride Drive, Concord, during normal business hours.*

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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 time.*

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For Additional Information Contact:

Keith Freitas, Committee Staff  
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kfrei@airport.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

2.

**Meeting Date:** 03/09/2015

**Subject:** Review and Approve record of meeting for September 11, 2014

**Submitted For:** AIRPORTS COMMITTEE,

**Department:** Airports

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

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**Referral History:**

**Referral Update:**

**Recommendation(s)/Next Step(s):**

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### **Attachments**

**Airport Committee Minutes 9-11-14**

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# Agenda

## AIRPORTS COMMITTEE

September 11, 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

Present: Mary N. Piepho, Chair  
Absent: Karen Mitchoff, Vice Chair  
Staff Present: Tomi Riley, Chief of Staff District 3  
Karyn Cornell, District 3 Staff  
Patrick Roche, Department of Conservation and  
Development  
Keith Freitas, Director of Airports

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. Receive Update from the Aviation Advisory Committee

Mike Bruno, Chair of the AAC, gave a brief report of items being discussed by the AAC. Items included, facilitation of economic development at the Airports including videos and signage, Airports rates and charges, Federal Aviation Administration (FAA) grant projects, recommendation options for recommendation options for the Byron Airport General Plan Amendment land uses, awarding of the AAC Tenant Recognition Award, noise issues, Airport business atmosphere and quarterly review of the Airport budget.

Report Approved.

AYE: Chair Mary N. Piepho

Passed

4. Receive & Accept update status of the Byron General Plan Amendment.

Patrick Roche gave a brief report on the Byron General Plan Amendment (GPA). A scope of work had been written for the GPA study which included review of the existing P-1 zoning district at the Byron Airport. The scope of work was reviewed by Airport staff and the AAC. The P-1 zoning needs to expand the range of aviation and aviation related uses based on FAA standards. It is recommended that staff proceed immediately with moving forward with the GPA.

Report approved. Staff directed to move forward with a short discussion before the full Board of Supervisors.

AYE: Chair Mary N. Piepho  
Passed

5. Accept & Approve new Airport video.

Keith Freitas showed the new promotional video for the County Airports which has a goal of introducing people to what is happening at the two Airports. Additional videos will be made with topics including, how to become a pilot, economics of the Airports, etc. Airport staff asked for input on the first draft video. Comments on the video included adding the following: expansion of uses, highlighting the difference between the two Airports (suggestion to do this as a separate piece for each Airport), Office of Emergency Services including how Airports could be used during a disaster, adding County identification (County Seal), contact information, geographic imprint, Aviation opportunities and career paths, tax benefits, social benefits and community benefits. The video should also be shown to the Full Board of Supervisors as a short presentation.

Report approved.

AYE: Chair Mary N. Piepho  
Passed

6. Receive draft report, Buchanan Field Terminal Building/Administration Office Study, and determine any actions to be taken.

Keith Freitas reported Airport staff is looking at what can be done at both Airports to create some energy to encourage development. At Buchanan Field, the first item being considered is replacement of the terminal building; this follows the 2008 Master Plan. A study was initiated with our aviation consultant; as the terminal building at Buchanan Field is close to 30 years old and the Airport leases space through a Fixed Base Operator (FBO) for its administration office; the study will look at combining the two. A similar study will be done at the Byron Airport. The County Airports may need to create an FBO facility in order to help kick start business at Byron Airport; it is unlikely someone will come in with the capital to build a new building and then start a new business. This would be consistent with the Byron Airport 2005 Master Plan. Concern was expressed about bringing more competition to the already struggling Airport businesses; Airport staff would be taking the current business' needs into consideration.

AYE: Chair Mary N. Piepho

Passed

7. The next meeting is tentatively scheduled for December 1, 2014 at 1:00 pm.

8. Adjourn

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For Additional Information Contact:

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

4.

**Meeting Date:** 03/09/2015  
**Subject:** Aviation Advisory Committee update  
**Submitted For:** AIRPORTS COMMITTEE,  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** Mike Bruno, AAC Chair

**Contact:**

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**Referral History:**

**Referral Update:**

**Recommendation(s)/Next Step(s):**

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### **Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

5.

**Meeting Date:** 03/09/2015  
**Subject:** New Airport Video  
**Submitted For:** AIRPORTS COMMITTEE,  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** Keith Freitas

**Contact:**

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### **Referral History:**

Continuation of an item discussed at the September 11, 2014 Airport Committee meeting.

### **Referral Update:**

The Airports Division Economic Development Facilitation Program (Program) was launched in 2013 with an initial focus on business/tenant retention. Developing a marketing video for the Airports was the first Program element to be launched.

Airport staff worked with CCTV to produce a general interest video of both airports to provide public education and awareness (air medical/law enforcement services, public amenities/benefits, revenue generator to schools and other taxing entities, and the like). The theme for this video was "Touch Down in the Bay Area".

### **Recommendation(s)/Next Step(s):**

This is the first video module in a planned, larger series designed to provide a broad based approach to accomplish many long-term goals such as continuing public education/awareness and tenant/business retention and activity. The second video will focus on learning to fly. The focus and mission of the video series is to make the airports a place where people/businesses want to come for work, play and invest.

The final video will be played for the Airport Committee.

### **Fiscal Impact (if any):**

N/A

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### **Attachments**



*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

6.

**Meeting Date:** 03/09/2015  
**Subject:** Airport Enterprise Fund FY 2013/14, 100% Budget  
**Submitted For:** AIRPORTS COMMITTEE,  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** Keith Freitas **Contact:**

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#### **Referral History:**

N/A

#### **Referral Update:**

This is a general discussion of the final Fiscal Year 2013-14 budget for the Airports Division. Review of the final budget is performed annually by the Airport Committee.

#### **Recommendation(s)/Next Step(s):**

RECEIVE and ACCEPT report on the final fiscal year 2013/14 budget

#### **Fiscal Impact (if any):**

N/A

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#### **Attachments**

Final 2013-14 Budget

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		2013-14 Budget	Actual To Date	YTD @ 100%
1	Operating Expenses	1,000,000	1,000,000	1,000,000
2	Administrative	200,000	200,000	200,000
3	Capital	100,000	100,000	100,000
4	Construction	100,000	100,000	100,000
5	Debt Service	100,000	100,000	100,000
6	General	100,000	100,000	100,000
7	Interest	100,000	100,000	100,000
8	Maintenance	100,000	100,000	100,000
9	Miscellaneous	100,000	100,000	100,000
10	Program	100,000	100,000	100,000
11	Salaries	100,000	100,000	100,000
12	Taxes	100,000	100,000	100,000
13	Utilities	100,000	100,000	100,000
14	Wages	100,000	100,000	100,000
15	Other	100,000	100,000	100,000
16	Total	1,000,000	1,000,000	1,000,000
17	Operating Income	1,000,000	1,000,000	1,000,000
18	Total	1,000,000	1,000,000	1,000,000
19	Operating Expenses	1,000,000	1,000,000	1,000,000
20	Administrative	200,000	200,000	200,000
21	Capital	100,000	100,000	100,000
22	Construction	100,000	100,000	100,000
23	Debt Service	100,000	100,000	100,000
24	General	100,000	100,000	100,000
25	Interest	100,000	100,000	100,000
26	Maintenance	100,000	100,000	100,000
27	Miscellaneous	100,000	100,000	100,000
28	Program	100,000	100,000	100,000
29	Salaries	100,000	100,000	100,000
30	Taxes	100,000	100,000	100,000
31	Utilities	100,000	100,000	100,000
32	Wages	100,000	100,000	100,000
33	Other	100,000	100,000	100,000
34	Total	1,000,000	1,000,000	1,000,000
35	Operating Income	1,000,000	1,000,000	1,000,000
36	Total	1,000,000	1,000,000	1,000,000
37	Operating Expenses	1,000,000	1,000,000	1,000,000
38	Administrative	200,000	200,000	200,000
39	Capital	100,000	100,000	100,000
40	Construction	100,000	100,000	100,000
41	Debt Service	100,000	100,000	100,000
42	General	100,000	100,000	100,000
43	Interest	100,000	100,000	100,000
44	Maintenance	100,000	100,000	100,000
45	Miscellaneous	100,000	100,000	100,000
46	Program	100,000	100,000	100,000
47	Salaries	100,000	100,000	100,000
48	Taxes	100,000	100,000	100,000
49	Utilities	100,000	100,000	100,000
50	Wages	100,000	100,000	100,000
51	Other	100,000	100,000	100,000
52	Total	1,000,000	1,000,000	1,000,000
53	Operating Income	1,000,000	1,000,000	1,000,000
54	Total	1,000,000	1,000,000	1,000,000
55	Operating Expenses	1,000,000	1,000,000	1,000,000
56	Administrative	200,000	200,000	200,000
57	Capital	100,000	100,000	100,000
58	Construction	100,000	100,000	100,000
59	Debt Service	100,000	100,000	100,000
60	General	100,000	100,000	100,000
61	Interest	100,000	100,000	100,000
62	Maintenance	100,000	100,000	100,000
63	Miscellaneous	100,000	1	

Buchanan O & M Revenues	\$3,583,564.00	\$3,680,519.89	102.71%
Byron O & M Revenues	\$431,833.00	\$406,605.12	94.16%
<b>Total O &amp; M Revenues Enterprise Fund</b>	<b>\$4,015,397.00</b>	<b>\$4,087,125.01</b>	<b>101.79%</b>

<b>Total unallocated Mariposa Funds</b>	<b>\$533,792.52</b>
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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

7.

**Meeting Date:** 03/09/2015  
**Subject:** Airport Development and Business Interest Discussion  
**Submitted For:** AIRPORTS COMMITTEE,  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** Keith Freitas **Contact:**

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### **Referral History:**

N/A

### **Referral Update:**

The aviation market and general economy are showing signs of improving which has resulted in new interest to develop, attract and/or expand business opportunities at the airports. This is a general discussion of potential new opportunities or changes that may materialize.

### **Recommendation(s)/Next Step(s):**

REVIEW and DISCUSS Airport Development and Business Interest

### **Fiscal Impact (if any):**

N/A

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### **Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

8.

**Meeting Date:** 03/09/2015  
**Subject:** Airfield Construction Projects Overview  
**Submitted For:** AIRPORTS COMMITTEE,  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** Keith Freitas  
**Contact:**

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#### **Referral History:**

N/A

#### **Referral Update:**

The Federal Aviation Administration (FAA) require airport sponsors to annually update and submit a five (5) year capital improvement plan for each airport (ACIP). To be eligible for FAA funding; projects on the ACIP must be consistent with the national priorities and identified in the airports' master plan. Airports staff meets with our FAA Airports District Office staff each year to review the ACIP for both Buchanan Field and Byron Airports to ensure that the desired projects are consistent with the FAA national priorities and confirm anticipated timing for the proposed projects.

This is a general discussion of anticipated near term airfield projects for each airport. Some projects are eligible for FAA funding but are not a national priority and, as such, are anticipated to be implemented with Airport Enterprise funds. Local project funding, grant match or full project, will be included in the Airports' budget for the fiscal year implementation is expected.

#### **Recommendation(s)/Next Step(s):**

REVIEW and DISCUSS airfield construction projects

#### **Fiscal Impact (if any):**

N/A

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#### **Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

9.

**Meeting Date:** 03/09/2015  
**Subject:** Airport Economic Development Incentive Program  
**Submitted For:** AIRPORTS COMMITTEE,  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** Keith Freitas **Contact:**

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#### **Referral History:**

In 2014, Airports staff invited stakeholders to participate in an Economic Development Incentive Program process (EDIP) to identify priority projects and activities that would best position our airports to retain and attract tenants and businesses. The EDIP participants have been generally meeting on a monthly basis to develop and refine a top priority project and activity list for the airports. The Aviation Advisory Committee discussed this matter at their February 12, 2015, meeting.

#### **Referral Update:**

This is a general discussion of the priority projects and activities that has been discussed and the potential implementation timeline. Airports staff will apply for federal and/or state grants for any eligible project or activity. Projects or activities that require funding, and are not grant eligible, are anticipated to be funded through the Airport Enterprise Fund and included on the Airports' budget for the fiscal year implementation is expected.

#### **Recommendation(s)/Next Step(s):**

REVIEW and DISCUSS Airport Economic Development and Incentive Program

#### **Fiscal Impact (if any):**

N/A

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#### **Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

10.

**Meeting Date:** 03/09/2015  
**Subject:** Airport Security Update  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** Keith Freitas      **Contact:** Keith Freitas, 925-681-4200

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#### **Referral History:**

On January 22<sup>nd</sup> several businesses, along John Glenn Drive, experienced theft of wire and metal items. It is presumed that the stolen items were brought to a local recycling center for their salvage. In January one airport business owner met with Supervisor Mitchoff to express concerns regarding the recent theft and attempted break-ins of their business at Buchanan Field Airport.

#### **Referral Update:**

Airport staff has held two meetings with Contra Costa County Sheriff's Office and airport business operations in an effort to address the recent security issues. Sheriff's Office has increased patrols in the area and suggested that Deputies use John Glenn Drive when parked to complete reports. Airport staff has increased night patrols at both Buchanan Field and Byron Airports. Airport staff is investigating other partnerships and security measure options.

#### **Recommendation(s)/Next Step(s):**

Continue to review this issue with the members of the Aviation Advisory Committee (AAC) to develop the most appropriate short and long term strategy.

#### **Fiscal Impact (if any):**

None at this time.

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#### **Attachments**

*No file(s) attached.*

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