



AIRPORTS COMMITTEE

September 14, 2015

10:30 A.M.

550 Sally Ride Drive, Concord

Supervisor Karen Mitchoff, Chair

Supervisor Mary N. Piepho, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Review and Approve record of meeting for June 8, 2015 (Chair)
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 (Ronald Reagan, Aviation Advisory Committee Chair)
5. Airport Development Proposals (Review and Discuss)
6. Airfield Construction Projects Overview (Review and Discuss)
7. Airport Economic Development Incentive Program (Review and Discuss)
8. Airport Security Update (Review and Discuss)
9. The next meeting is tentatively scheduled for December 14, 2015.
10. Future Agenda Items
11. Adjourn

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.

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.

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

For Additional Information Contact:

Keith Freitas, Committee Staff
Phone (925) 681-4200, Fax (925) 646-5731
keith.freitas@airport.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

2.

Meeting Date: 09/14/2015
Subject: Approve record of minutes
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

Not Applicable

Referral Update:

Not Applicable

Recommendation(s)/Next Step(s):

Review and Approve record of meeting for June 8, 2015 (Chair)

Fiscal Impact (if any):

Not Applicable

Attachments

Minutes 6-8-15



AIRPORTS COMMITTEE

June 8, 2015

10:30 A.M.

550 Sally Ride Drive, Concord

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

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

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

Staff Present: Will Nelson, Principal Planner, Department of Conservation and
Development
Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports

1. Introductions
2. Review and Approve record of meeting for March 9, 2015 (Chair)

March 9, 2015, minutes were approved.

AYE: Chair Karen Mitchoff, Vice Chair Mary N. Piepho
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).

Tom Weber reported that the Airport Land Use Commission (ALUC) approved the Sustainable Farm project by a 5 to 1 vote with contingencies including a USDA approved pest management plan.

4. Receive update from the Aviation Advisory Committee (Ronald Reagan, Aviation Advisory Committee Chair)

Ronald Reagan, Chair of the AAC, gave a brief overview of discussion topics for the April and May 2015 AAC meetings. Discussion topics included:

- *East Ramp pavement construction project at Buchanan Field and the relocation of East Ramp hangar tenants.*
- *Airport security issues*
- *Tenant Appreciation BBQ and Tenant Recognition Awards*
- *Economic Development Incentive Program (EDIP) priorities and approach*
- *Byron General Plan Amendment*

Supervisor Piepho requested Will Nelson from the Department of Conservation and Development (DCD) to briefly explain potential new opportunities for the Byron Hotsprings property.

5. Byron General Plan Amendment (Department of Conservation and Development Staff, Review and Discuss)

This is a general discussion of the proposal process and responses received, project cost impacts, and anticipated project schedule.

Will Nelson reported:

- *Received two bid responses. The lower bid came from DUDEK and they are familiar with the County's processes and traffic studies.*
- *Contract should go to the Board of Supervisor's in July.*
- *Environmental Impact Report (EIR) should be completed by end of April 2016.*
- *There will be direct engagement with all potential stakeholders through the environmental process and other project public meetings.*

6. Airfield Construction Projects Overview (Review and Discuss)

This is a general discussion of anticipated near term airfield projects for each airport.

Keith Freitas gave a brief overview of the projects at Buchanan Field and Byron Airports.

- *Buchanan Field - East Ramp pavement project, estimated to cost \$1,300,000, will be funded by the Airport Enterprise Fund. Approximately 100 East Ramp hangar tenants will be relocated to vacant tiedowns. Hangar fees will be waived during the construction. Estimated start date is July 13, 2015. The work must be done during the summer due to the water table as the soil will be lime-treated and needs to be dry.*
- *Byron Airport - Rejuvenate all runways, taxiways, and portions of the ramp. Will coordinate closing only one runway at a time in order to keep one runway operational. Estimated to cost \$900,000 and pending FAA funding. If FAA funding is approved, estimated start date is September 2015.*
- *Keith explained that both the Buchanan Field and Byron Airport projects are FAA eligible, but FAA funding is limited and runways and taxiways are a higher priority than other facilities, i.e. pavement between East Ramp hangars, which is why the Buchanan Field project will be funded by the Airport Enterprise Fund.*

7. Airport Rates and Charges (Review and Discuss)

The Airports Division will be updating their rates and charges to create a more comprehensive and accurate list for existing and prospective new tenants and businesses. Airports staff has analyzed rates and charges of comparable airports in our region to determine what, if any, adjustments should be considered to better attract tenants and businesses to our airports. The Economic Development Incentive Program (see agenda item 8) participants have also recommended changes to make our airports more competitive. The AAC has reviewed and discussed this item at their April and May 2015 meetings. This is a general discussion of the rates and charges process and prospective changes that may be brought to the Board of Supervisors for review and consideration.

Beth Lee reported:

- *Updating Airport rates and charges hopefully by the end of the first quarter of 2016.*
- *Getting stakeholder input through Economic Development Incentive Program (EDIP) Stakeholder Committee and AAC meetings.*
- *Buchanan Field and Byron Airports currently do not charge recovery fees when an accident occurs at the Airports which closes a runway. This is one of the rate items under consideration.*

Mike Bruno of Sterling Aviation commented:

- *Contra Costa County Airports should freeze hangar fees in order to attract more tenants and be more competitive with surrounding airports.*

Supervisor Mitchoff requested:

- *A report of what the 2015 CPI increase for the hangars generates and how it impacts the Airport budget as well as Airport rates and charges as they compare to other airports.*

Airport Staff:

- *Will provide analysis of 2015 CPI hangar rate increase. Airport staff stressed that the goal of EDIP is to assess fees from a broader perspective and what the impact would be to raise, lower, or freeze rates with regard to the retention and attraction of tenants.*

8. Airport Economic Development Incentive Program (Review and Discuss)

This is a general discussion of EDIP's priority projects and activities, the estimated costs, and the potential implementation timeline.

Already covered under Airport Rates and Charges.

9. Airport Security Update (Review and Discuss)

This is a general discussion regarding security measure options, their estimated costs, and the expected implementation timeline.

Keith Freitas reported on prevention measures taken by Airport staff with regards to security issues at Buchanan Field:

- ***Airport staff is working overtime to cover random nighttime shifts to patrol both Buchanan and Byron Airports. No security issues reported since implementation.***
- ***Met with Airport businesses to raise awareness. Sheriff Department asked to increase patrols.***
- ***Getting estimates for closed-circuit tv (CCTV).***
- ***Looking at layered approach to provide the most effective security.***

10. The next meeting is tentatively scheduled for September 14, 2015.

11. Future Agenda Items

None

12. Adjourn

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Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

4.

Meeting Date: 09/14/2015
Subject: Update from AAC
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: Ronald Reagan, AAC Chair

Contact: Beth Lee, (925) 681-4200

Referral History:

Not Applicable

Referral Update:

Not Applicable

Recommendation(s)/Next Step(s):

Receive update from the Aviation Advisory Committee (Ronald Reagan, Aviation Advisory Committee Chair)

Fiscal Impact (if any):

Not Applicable

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

5.

Meeting Date: 09/14/2015
Subject: Airport Development Proposals
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

Not Applicable

Referral Update:

Not Applicable

Recommendation(s)/Next Step(s):

Airport Development Proposals (Review and Discuss)

The Airports Division has received letters of interest to develop an approximate 7 acre site and 0.86 acre site for aviation uses and a 4.5 acre site for commercial non-aviation use at the Buchanan Field Airport. In accordance with discussions with the Federal Aviation Administration's Airports District Office (ADO) staff and the Contra Costa County Airports Minimum Standards regarding development requests, the Airports Division solicited for other competitive interest for each prospective development area. There was no competitive interest in any of the three development sites. This is a general discussion of the potential new developments that may be brought to the Board of Supervisors for review and consideration.

Fiscal Impact (if any):

Development of vacant or underutilized land for aviation or commercial uses would provide additional lease or other revenues to the Airport Enterprise Fund. The County General Fund could also realize sales tax and other revenues if development occurs.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

6.

Meeting Date: 09/14/2015
Subject: Airfield Construction Projects Overview
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

The Federal Aviation Administration (FAA) requires airport sponsors to annually update and submit a five (5) year Airport Capital Improvement Plan (ACIP) for each airport. 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.

Referral Update:

This is a continuing discussion from the March 9, 2015, and June 8, 2015, Airport Committee meetings.

Recommendation(s)/Next Step(s):

Airfield Construction Projects Overview (Review and Discuss)

This is a general discussion of the East Ramp Pavement project construction status at the Buchanan Field Airport (fully funded by the Airport Enterprise Fund) and the upcoming Pavement Rehabilitation project for the Byron Airport.

Fiscal Impact (if any):

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. The Airports Division received a \$834,506 grant from the FAA and has submitted a \$20,863 match grant to Caltrans for the Byron pavement project. If the Caltrans grant is successful, then the local match will be \$71,860.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

7.

Meeting Date: 09/14/2015
Subject: Airport Economic Development Incentive Program
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

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 EDIP process concluded their project/program ranking prioritization process in early August. The Aviation Advisory Committee discussed this matter at their February, March, April, May, July and August 2015 meetings. The AAC completed their project/program ranking process at their August 13, 2015 meeting.

Referral Update:

This is a continuing discussion from the March 9, 2015, and June 8, 2015, Airport Committee meetings.

Recommendation(s)/Next Step(s):

Airport Economic Development Incentive Program (Review and Discuss)

This is a general discussion of the Airports Division recommended priority projects and activities which was developed from the EDIP and AAC ranking input.

Fiscal Impact (if any):

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 would be included on the Airports' budget for the fiscal year implementation is expected.

Attachments

Economic Incentive Development Program

CONTRA COSTA COUNTY
Public Works Department-Airports Division

DATE: August 26, 2015

TO: Airport Committee

FROM: Keith Freitas,
Director of Airports



SUBJECT: Airports Division Economic Development Facilitation Program

At the February 2013 Airport Committee meeting, Airports staff outlined its Tenant/Business Retention and Attraction Strategy and Approach (please see attached document). The goal was to create and then implement a tenant/business retention and attraction program (Program) for the airports. To best ensure that the Program would achieve its intended goal, Airport staff convened a 48-member Economic Development Incentive Program (EDIP) stakeholder working group in June 2014. Airports staff has been working with EDIP and the Aviation Advisory Committee (AAC) over the past year to identify key issues, projects and programs that would best position our airports (together and individually) to attract new and retain existing tenants and businesses. The EDIP and AAC input was instrumental in the deriving the recommended Program elements as detailed in this memorandum.

The process began with developing a long list of desired projects/programs. An interesting dynamic emerged where a majority of the attendees were from, and the projects/programs they offered were for, the Buchanan Field Airport. The EDIP participants became concerned that a majority vote for project and program prioritization would adversely impact Byron Airport since there would be fewer overall votes for those projects/programs. As a result the participants decided to break projects/programs into three key areas for ranking consideration; both airports, Buchanan Field and Byron Airport.

The initial stakeholder priorities were to extend the runway and install a Jet A fuel facility at the Byron Airport, improve signage and aesthetics at Buchanan Field and to improve communications and technology opportunities for both airports. Over time, the projects/program list was expanded and this list was then ranked by participants and the AAC. Their combined input helped form the basis for the following Airports staff recommended projects and programs.

The Airports staff recommended priority projects and programs for both airports are:

- Marketing & Public Relations Program and Collateral Materials (increase public presence, facilitate economic development, and proactively reach out to pilots)
- Find Ways to Bring Aviation and Non-Aviation People to the Airports (increase aviation and non-aviation use and support plus broadens exposure to aviation opportunities)

- Financial Incentives/Inducements (need to position the airports' rates within the regional marketplace otherwise we remain at a competitive disadvantage in several key aviation sectors)

The Airports staff recommended priority projects and programs for Buchanan Field are:

- Dedicated Aircraft Display Area (increase aviation viewing opportunities for the public and encourages pilots with applicable aircraft to display at Buchanan Field to meet tax obligations)
- Airport Signage (increase public presence, create a sense of place, and provide route guidance)
- Develop a "Heart of the Airport" or Hub Building (create a sense of place, provide a public recognized 'business' location, and expand public meeting opportunities)
- Expand Recreational Opportunities (expand reasons to draw pilots to the airport, brings tenants together, and creates a sense of community)
- Security Improvements (improve actual and perceived property protection)
- Improve John Glenn Drive (improve visual perception, create a more attractive and inviting 'public entrance', and develop a design standard for adjacent tenants to implement)

The Airports staff recommended priority projects and programs for the Byron Airport are:

- Runway Extension (requires FAA funding and may take several years for funding consideration)
- Utility Connections/Services (due to high cost, it will take many years to amass funding)
- Jet A Fueling Facility (provide services and attracts new tenants/users)
- Expand/Rehabilitate Existing Facility or Build a New Office/Hangar Building and Explore Options to Expand Low-Cost Hangar Options (expands business opportunities and services, increases need for runway extension, and tenant retention and attraction mechanism)
- Security Improvements (improve actual and perceived property protection)

In summary, the above priority projects and programs were chosen as they are perceived to be the most instrumental for tenant/business attraction and retention at this time. Please note the other projects and programs identified, along with others that will emerge over time, will be considered and implemented as additional resources (staff and funding) permit. The result is a focused approach for staff and cost resources while maintaining flexibility for unforeseen opportunities to best position the Contra Costa County Airports for business and tenant retention/attraction.

CONTRA COSTA COUNTY
Public Works Department-Airports Division

DATE: February 14, 2013

TO: Airport Committee

FROM: Keith Freitas,
Director of Airports

SUBJECT: Airports Division Economic Development Facilitation Program

A primary target for the Airports Division in FY 2013-14 is to create and implement a business retention and attraction program to strengthen and grow the Buchanan Field and Byron Airports. Our objective is to establish working groups comprised of our tenants, businesses and other stakeholders to develop an economic development program that will best result in creating desirable and functional program elements. This memorandum provides the overview and draft approach developed for this process.

Airports Division
Tenant/Business Retention and Attraction
Strategy & Approach

Goal: Create and implement a business retention and attraction program for Buchanan Field and Byron Airports

Guiding Thought: Inspire creativity and 'out of the box' approaches that will make the Contra Costa County Airport system unique and entice people/businesses to come check us out (and, most hopefully, become part of our organization)

Underlying Values:

- The poor economy is a global condition that is basically the same everywhere and is not confined to Contra Costa County.
- The issue of high costs may be addressed in the form of rents/fees; such costs should be viewed from an economic retention and development perspective
- Tenants, businesses and other stakeholders are seeking a stronger commitment to customer service and related services; need to improve/strengthen the County's reputation as favorable

- Tenants, businesses and stakeholders must be able to rely on timely and consistent process if retention and expansion plans are to be realized (reputation and quality are very important)
- Aviation industry is a small sector and contraction/expansion is directly tied to economic viability; competition and comparison regionally is key to capturing maximum market advantage

Approach:

- Multi-tiered
- Accurately assess the business and tenant needs
- High involvement by all stakeholders throughout process (including political feasibility); questionnaires, working groups based on user type, public meetings, email outreach, and so forth
- Establish a baseline for tenant and business service levels and needs and to identify any issues that need attention
- Invest and enhance facilities and infrastructure to upgrade image and provide competitive advantages for locating and doing business/visiting the airports
- Create 'brand' for the airports and develop collateral materials to get that information out to others
- Update and expand technology/media (such as website, social media, and so forth) to create an on-line portal for tenants, businesses and the public
- Create public education and marketing video(s); marketing the airports and the regional as a whole
- Create environment/incentives to encourage our customers/tenants to market the airports
- Create a 'concierge' service to help guide tenants, businesses and other investors through the various departments, jurisdictions and processes
- Identify preferred programs which benefit existing tenants; costs, amenities, services and the like
- Implement preferred programs for existing tenants
- Identify programs, services, and enhancements that would attract new tenants/businesses
- Implement programs for tenant and business attraction
- Provide assistance to business to help expand add new jobs
- Build cooperation and consensus among local government, economic development organizations and businesses to build joint, efficient and effective programs for retention and attraction

Marketing Strategy

- Improve the economic well-being of the airports system
- Create environment that cultivates staff to deliver better customer service, increase creativity and lower turn-over (all of benefit to our customers)
- Create environment that fosters tenant and business retention (trust, confidentiality, reliability and fairness are baseline roots)
- Let our tenant and business community know that we are grateful that they call the Contra Costa County airport system home
- Attract business aircraft and aeronautical businesses
- Attract general aviation aircraft and pilots
- Regional marketing to increase awareness of the airports; benefits and what they have to offer
- Increase revenue generation
- Continue to diversify revenue base
- Increase community knowledge, in interest in, and support of both airports
- Small but mighty; small airport system can become an industry model and leader

Incentive/Promotion Awards to Focus on Customer Retention:

- **First staff recommendation:** Waive CPI increase for one year starting on April 1, 2013

NOTE: The Aviation Advisory Committee at their February 14, 2013, meeting, recommended that the CPI increase be waived for a year starting April 1, 2013, with the potential to extend the CPI waiver for two additional years depending upon updated fair market rental valuation information.

- Additional concepts to be developed with stakeholders

Incentive/Promotion Awards to Attract New Revenue:

- Concepts are to be developed with stakeholders



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

8.

Meeting Date: 09/14/2015
Subject: Airport Security Update
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

In January of 2015 several businesses along John Glenn Drive at Buchanan Field experienced wire and metal thefts likely stolen for their recycle value. Airport staff brought airport businesses and Sheriff together to develop and implement several mitigation measures. Airport staff immediately increased random night time patrols, using overtime shifts, at both Buchanan Field and Byron Airports. Airport staff continues to evaluate additional security options (including staffing, equipment and technology).

Referral Update:

This is a continuing discussion from the March 9, 2015, and June 8, 2015, Airport Committee meetings.

Recommendation(s)/Next Step(s):

Airport Security Update (Review and Discuss)

This is a general discussion regarding security measure options.

Fiscal Impact (if any):

The staffing and security measures implemented will be wholly funded by the Airport Enterprise Fund.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

10.

Meeting Date: 09/14/2015
Subject: Future Agenda Items
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

Not Applicable

Referral Update:

Not Applicable

Recommendation(s)/Next Step(s):

Future Agenda Items

Fiscal Impact (if any):

Not Applicable

Attachments

No file(s) attached.
