



# AIRPORTS COMMITTEE

April 27, 2016

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

1. Introductions
2. Review and Approve record of meeting for September 14, 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. AAC Bylaws (Review and Discuss)
6. Phase 1 Triennial Advisory Body Review Recommendations (Review and Discuss)
7. JetSuite Scheduled Charter Service (Review and Discuss)
8. Airfield Construction Projects Overview 2015 & 2016 (Review and Discuss)
9. CPI Waiver (Review and Discuss)
10. 120 Acre Land Donation Byron (Review and Discuss)
11. Byron General Plan Amendment Update (Review and Discuss)
12. Future Agenda Items
13. The next meeting is tentatively scheduled for June 22, 2016.
14. 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  
Phone (925) 681-4200, Fax (925) 646-5731  
[keith.freitas@airport.cccounty.us](mailto:keith.freitas@airport.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

2.

**Meeting Date:** 04/27/2016  
**Subject:** Approve record of minutes  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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#### **Referral History:**

Not Applicable

#### **Referral Update:**

Not Applicable

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

Review and Approve record of meeting for September 14, 2015 (Chair)

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#### **Attachments**

Minutes 9-14-15

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# 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

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

Staff Present: Dominic Aliano, District IV Representative  
Keith Freitas, Director of Airports  
Beth Lee, Assistant Director of Airports

1. Introductions
2. Review and Approve record of meeting for June 8, 2015 (Chair)

*June 8, 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).

*None*

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

*Ronald Reagan, Aviation Advisory Committee (AAC) Chair, gave the following report on the AAC meetings from June through September 2015:*

- *Mike Haus attended the September AAC meeting to present his ideas about the Vietnam Helicopter Museum. The AAC requested Mr. Haus to bring back to AAC a written business plan. Mr. Reagan's primary concern is that the project will not take revenue away from the Airport and does not add work obligations for Airports staff. Supervisor Mitchoff stated that the County cannot give the hangar away for free (gift of public funds) and has also requested Mr. Haus to provide a business plan.*

- *Two members made a presentation regarding an Aircraft Display Area being created for vintage aircraft at Buchanan Field. The same concerns regarding negative impact on Airport revenue and workload apply to this project.*
- *Construction project at Byron includes pavement enhancements and airfield signage. The East Ramp pavement project at Buchanan Field resulted in the relocation of over 100 hangar tenants to temporary tie-downs. It also resulted in making storage lockers available to tie-down tenants, which was one of the Economic Development Incentive Program (EDIP) items.*
- *EDIP projects are costly and Mr. Reagan raised concerns about affording Byron with the needs of Buchanan Field. He feels it is important to make Byron Economically viable to minimize financial impact to Buchanan Field.*
- *Two Tenant Recognition Awards were presented. Civil Air Patrol received an award for their volunteer efforts in the recovery of the Buchanan Field aircraft that went missing. Scott Achelis, Richard Johnson, and Roland Williams received an award for fulfilling the dream of an ailing young boy to fly in an airplane and participate in other aviation related activities.*
- *Mr. Reagan expressed concern about AAC subcommittees and the Brown Act. Supervisor Piepho clarified that when the two AAC members met regarding the Aircraft Display project, there were no notification requirements because they did not meet as a subcommittee and two members did not create a quorum. Supervisor Mitchoff recommended to post notice of meeting when in doubt.*
- *Supervisor Piepho thanked Mr. Reagan for his service on the AAC.*

#### 5. 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.

- *Beth Lee gave a brief update on the 0.86 acre, 7 acre, and Parcel C, which are three new potential development opportunities. An alternative (more environmentally friendly) fuel source, MOGAS, may be offered temporarily at Buchanan Field.*
- *Supervisor Mitchoff inquired about Montecito Aviation Group and status regarding development on the Airport. Ms. Lee responded that the 0.86 acre and 7 acre parcels have been taken to the Board for approval to start lease negotiations. She hopes to have something from Montecito Aviation Group regarding the 0.86 acre parcel by the end of the month. Keith Freitas added that it is not uncommon for these negotiations to fall through.*

#### 6. 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.

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

- *Byron Airport - Received FAA Grant for Approximately \$813,000 for pavement rejuvenation, to remove pavement markings and repaint them, and replace airfield signage. Mr. Freitas will meet with the Patriots Jet Team, Northern California Soaring Association, and Bay Area Skydiving to work through scheduling issues.*
- *Buchanan Field - East Ramp hangar pavement project is a 2 1/2 month project costing approximately \$1,500,000 funded by the Airport Enterprise Fund.*

7. 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.

- *Beth Lee provided copies of the Economic Development Incentive Program (EDIP) list of the Airports Division recommended priority projects and programs based on input received. Projects that move forward will be paid out of the Airport Enterprise Fund and FAA grant funding (if relevant).*
- *A suggestion was made to have the Director do a presentation at the Board meeting including priorities with costs associated and provide a cost/benefit analysis for the projects.*
- *The question was raised how to prioritize the projects in each category. This is something that will be discussed at a future meeting.*

8. Airport Security Update (Review and Discuss)

This is a general discussion regarding security measure options.

*Keith Freitas gave a quick recap of past security issues and various changes that have been implemented or are under consideration to address problems: signage, closed circuit tv, working with Sheriff Department, upgrading lights to LED, random over-time staff changes, security gate and fence improvements. It is a multi-layered process to appropriately address these security issues. Nighttime thefts have been mitigated since implementation of these measures, but there are still some daytime theft issues.*

9. The next meeting is tentatively scheduled for December 14, 2015.

10. Future Agenda Items

*None*

11. Adjourn

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

4.

**Meeting Date:** 04/27/2016

**Subject:** AAC Update

**Submitted For:** Keith Freitas, Airports Director

**Department:** Airports

**Referral No.:**

**Referral Name:**

**Presenter:** Ronald Reagan Chair Aviation Advisory  
Committee

**Contact:** Beth Lee, (925)  
681-4200

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### **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)

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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:** 04/27/2016  
**Subject:** AAC Bylaws  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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#### **Referral History:**

This is discussion of proposed changes to the bylaws relative to committee composition, selection process for At Large position, and other elements necessary to be consistent with current procedures. The AAC discussed the bylaws at their January 14, February 11 and March 10, 2016 meetings.

At the March 10, 2016 meeting, the Aviation Advisory Committee approved the proposed bylaw revisions and requested they be scheduled for review and approval by the Airport Committee and then the Board of Supervisors.

#### **Referral Update:**

Not Applicable

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

This is a general discussion, review and approval of the proposed bylaw changes. If changes are approved, then they would be scheduled before the Board of Supervisors for their review and approval.

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#### **Attachments**

AAC Bylaws

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**BYLAWS****CONTRA COSTA COUNTY  
AVIATION ADVISORY COMMITTEE**

As Amended September 14, 2010

**I. Name**

The name of the committee is the Contra Costa County Aviation Advisory Committee (the "AAC").

**II. Membership**

- A. All appointments to the AAC must be made by the Board of Supervisors of Contra Costa County (the "Board").
- B. The AAC consists of the following eleven members:
- i. One member nominated by each of the five (5) members of the Board.
  - ii. One member nominated by the City of Concord.
  - iii. One member nominated by the City of Pleasant Hill.
  - iv. One member nominated by Diablo Valley College.
  - v. One member nominated by the Contra Costa County Airports Business Association.
  - vi. Two members at large, representing the general community.
    1. For at-large appointments, the AAC will screen, interview, rank the applicants, and make its nomination(s) to the Internal Operations Committee.
    2. The AAC will provide the Internal Operations Committee with a memo that (a) summarizes all recruitment efforts by the AAC, (b) sets forth the AAC's nominations for appointment, and (c) attaches a copy of the applications received from all qualifying applicants.
    3. The Internal Operations Committee will forward its recommendations for the at-large positions to the Board of Supervisors for consideration.
- C. At least one member of the AAC must be a member of the Airport Land Use Commission.
- D. All members of the AAC must reside in Contra Costa County, work in Contra Costa County, or both.

- E. Scheduled and unscheduled vacancies are to be filled in accordance with the procedures set forth in the County's Resolution No. 2002/377.
- F. AAC members must adhere to the Policy for Board Appointees established by the Board under Resolution 2002/376, which addresses, among other things, the need for AAC members to avoid conflicts of interest. AAC members shall disclose all potential conflicts of interest to the AAC.

III. Term

- A. The term of each member's appointment is three years. An appointment made to fill an unscheduled vacancy will be for the term remaining for the vacated seat. Terms are staggered.
- B. If the appointing jurisdiction has not reappointed a member on or before the specified expiration date, then that member may hold over on a month-to-month basis for a period not to exceed 60 days.

IV. Attendance Requirements

- A. Regular attendance at meetings of the AAC is required. Failure to attend three scheduled consecutive meetings will be considered grounds for the AAC to recommend to the Board that the offending member's appointment be rescinded by the Board. A significant pattern of absences may also be considered grounds for recommending rescission of a member's appointment.
- B. The Chairperson of the AAC may, in his or her reasonable discretion, excuse AAC members from attending one or more meetings of the AAC.
- C. The Chairperson will notify any member at risk of having his or her appointment rescinded before recommending rescission to the Board.
- D. Rescission of an appointment to the AAC may only be effected by an action of the Board.

V. Quorum

- A. Six members of the AAC constitute a quorum. All AAC's actions, unless otherwise provided for, require a majority vote by a quorum.

VI. Officers

- A. The AAC shall elect its own Chairperson, Vice-Chair, and Secretary.

- B. Officers are elected annually at the AAC's regularly scheduled meeting in April. Members may serve a maximum number of three consecutive years in any one office.
- C. Annual officer terms begin on May 1.

VII. Scheduled Meetings

- A. Meetings will be held at Buchanan Field Airport or Byron Airport as appropriate. Regular meetings are to be held at least once each month on a schedule that is established annually by the AAC in May of each year. Special meetings may be held more frequently as needed.
- B. Regular or Special meetings may be scheduled, rescheduled, cancelled, and relocated, provided that all scheduling activities are consistent with the Ralph M. Brown Act and the County's Better Government Ordinance.
- C. Agendas and minutes of all meetings are to be published, distributed, and posted in accordance with the requirements of the Ralph M. Brown Act and the County's Better Government Ordinance.
- D. The Director of Airports will establish and maintain a file of the records of the AAC and provide or arrange for appropriate levels of staff support.

VIII. Purposes and Objectives

- A. The purpose of the AAC is to provide advice and recommendations to the Board on aviation issues that (i) are related to the economic viability and security of airports in Contra Costa County, and (ii) affect the general welfare of people living and working near the airports and in the broader community.
- B. The AAC may conduct public discussions, hear comments on airport and aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendation it makes to the Board of Supervisors.
- C. The AAC may conduct discussions with local, state, and national aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board of Supervisors.

- D. At the Request of the Director of Airports , the AAC shall provide the Director of Airports a forum within which to discuss policy matters affecting the County's airports.

IX. Amendments to Bylaws

Proposed amendments to these Bylaws may only be introduced at a regularly scheduled meeting of the AAC. The AAC's adoption of any proposed amendments to the bylaws must be approved by a majority of the membership present at the regularly scheduled meeting that follows the introduction of the proposed amendments. All amendments to the bylaws are subject to approval of the Board and will be effective once approved by the Board.

## BYLAWS

### CONTRA COSTA COUNTY AVIATION ADVISORY COMMITTEE

As Amended January 26, 2016

**DRAFT**

#### I. Name

The name of the committee is the Contra Costa County Aviation Advisory Committee (the "AAC").

#### II. Purposes and Objectives

- A. The purpose of the AAC is to provide advice and recommendations to the Board of Supervisors of Contra Costa County (the "Board") on aviation issues that (i) are related to the economic viability and security of airports in Contra Costa County, and (ii) affect the general welfare of people living and working near the airports and in the broader community.
- B. The AAC may conduct public discussions and hear comments on airport and aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board.
- C. The AAC may conduct discussions with local, state, and national aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board.
- D. At the Request of the Director of Airports, the AAC shall provide the Director of Airports a forum within which to discuss policy matters affecting the County's airports.

#### III. Membership

- A. All appointments to the AAC must be made by the Board. ~~of Supervisors of Contra Costa County (the "Board").~~
- B. The AAC consists of the following eleven members:
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  - iii. One member nominated by the City of Pleasant Hill.
  - iv. ~~One member nominated by the Diablo Valley College.~~

- iv. One member nominated by the Contra Costa County Airports Business Association.
- v. ~~Two~~ Three members at large, representing the general community.

1. For at-large appointments, the Internal Operations Committee will interview candidates to make a recommendation of candidate(s) to fill any open position(s). ~~the AAC will screen, interview, rank the applicants, and make its nomination(s) to the Internal Operations Committee.~~

~~2. The AAC will provide the Internal Operations Committee with a memo that (a) summarizes all recruitment efforts by the AAC, (b) sets forth the AAC's nominations for appointment, and (c) attaches a copy of the applications received from all qualifying applicants.~~

2. The Internal Operations Committee will forward its recommendations for the at-large positions to the Board of Supervisors for consideration.

- C. At least one member of the AAC must be a member of the Airport Land Use Commission.
- D. All members of the AAC must reside in Contra Costa County or work in Contra Costa County, ~~or both.~~
- E. Scheduled and unscheduled vacancies are to be filled in accordance with the procedures set forth in the County's Resolution No. 2002/377.
- F. AAC members must adhere to the Policy for Board Appointees established by the Board under Resolution 2002/376, which addresses, among other things, the need for AAC members to avoid conflicts of interest. AAC members shall disclose all potential conflicts of interest to the AAC.

#### IV. Term

- A. The term of each member's appointment is three years. An appointment made to fill an unscheduled vacancy will be for the term remaining for the vacated seat. Terms are staggered.
- B. If the appointing jurisdiction has not reappointed a member on or before the specified expiration date, then that member may hold over on a month-to-month basis for a period not to exceed 60 days.

## V. Attendance Requirements

- A. Regular attendance at meetings of the AAC is required. Failure to attend ~~three scheduled~~ consecutive scheduled meetings will be considered grounds for the AAC to recommend to the Board that the offending member's appointment be rescinded by the Board. A significant pattern of absences may also be considered grounds for recommending ~~recession~~ rescission of a member's appointment.
- B. The Chairperson of the AAC may, in his or her discretion, excuse AAC members from attending one or more meetings of the AAC.
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## VI. Quorum

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## VII. Officers

- A. The AAC shall elect its own Chairperson, Vice-Chair, and Secretary.
- B. Officers are elected annually at the AAC's regularly scheduled meeting in April. Members may serve a maximum number of three consecutive years in any one office.
- C. Annual officer terms begin on May 1.

## VIII. Scheduled Meetings

- A. Meetings will be held at Buchanan Field Airport or Byron Airport as appropriate. Regular meetings are to be held at least once each month on a schedule that is established annually by the AAC in May of each year. Special meetings may be held more frequently as needed.
- B. Regular or Special meetings may be scheduled, rescheduled, cancelled, ~~and~~ and or relocated, provided that all scheduling activities are consistent with the Ralph M. Brown Act and the County's Better Government Ordinance.

**DRAFT**

- C. Agendas and minutes of all meetings are to be published, distributed, and posted in accordance with the requirements of the Ralph M. Brown Act and the County's Better Government Ordinance.
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BYLAWS

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As Amended January 26, 2016

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- DRAFT**
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- E. Scheduled and unscheduled vacancies are to be filled in accordance with the procedures set forth in the County's Resolution No. 2002/377.
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- DRAFT**
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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

6.

**Meeting Date:** 04/27/2016  
**Subject:** Phase 1 Triennial Advisory Body Review Recommendations  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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#### **Referral History:**

The Contra Costa Internal Operations Committee ("IOC") requested that the Airport Land Use Commission ("ALUC") and the Airport Committee conduct a review of the functions of the Aviation Advisory Committee ("AAC") to determine if its advisory functions continue to be necessary and to make a recommendation to the Board of Supervisors.

The ALUC reviewed the AAC function at its January 27, 2016 meeting. The ALUC concluded that the AAC functions are and will continue to be necessary to provide information to, and be a resource for, the Board of Supervisors relative to airport related issues that is important to the success of the County's airports.

#### **Referral Update:**

Not Applicable

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

This is a discussion and review of the AAC function to determine if its advisory functions will continue to be necessary; the determination will then be provided to the Board of Supervisors.

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#### **Attachments**

ALUC Letter & Board Order

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# **Airport Land Use Commission**

c/o Department of Conservation & Development

30 Muir Road  
Martinez, CA 94553

Phone: 1-855-323-2626

# **Contra Costa County**



**John Kopchik**  
Director

**Aruna Bhat**  
Deputy Director

**Jason Crapo**  
Deputy Director

**Maureen Toms**  
Deputy Director

January 27, 2016

Internal Operations Committee  
Contra Costa County  
651 Pine St.  
Martinez, CA 94553

**RE: Phase 1 Triennial Advisory Body Review – Aviation Advisory Committee**

Chair Gioia:

The Contra Costa Airport Land Use Commission (“ALUC” or “Commission”) received a request from the Contra Costa Internal Operations Committee (“IOC”) to “review the functions of the Aviation Advisory Committee (“AAC”) to determine if advisory functions continue to be necessary, and make a recommendation to the Board of Supervisors. The ALUC’s response to this request is provided below.

## ALUC Background

The ALUC is a state mandated body and has full authority to make decisions on matters that are within the purview of the Commission. The ALUC is tasked solely to review proposed land use applications that fall within the prescribed area of the Airport Land Use Compatibility Plan (“ALUCP”). The Commission is tasked with determining if a proposed use is in compliance with the ALUCP. Other airport issues such as noise complaints, airport security and airport financials are not within the scope of the Commission.

## Relationship to the ALUC

The AAC is an "advisory body" that provides input advice and recommendations to the Director of Airports, the Board of Supervisors Airport Committee and the Board of Supervisors on a variety of operational, financial and community issues. There is little overlap between the AAC and the ALUC.

However, the ALUC Commissioners see a vital role for the AAC as an interface with pilot organizations, airport staff, individual pilots and the communities surrounding the airports. Also, most general aviation (“GA”) airports in the state have an AAC. Whether they are run by the

counties or the cities with jurisdiction, the AACs are commonplace and clearly play a role in any vibrant and robust GA airport community.

### State's Role in Aviation

At the State level, the California Transportation Commission ("CTC") has under its administration the "Aeronautics Subcommittee." This Aeronautics Subcommittee, made up of two gubernatorial appointees, is the sole resource for aviation related information to the CTC. Further, the Aeronautics Subcommittee is advised as needed or requested, by the "Technical Advisory Committee for Aeronautics" ("TACA"), of which I am a member. The TACA serves as an on-call resource for the Aeronautics Subcommittee. In actual practice, TACA is only ever empaneled when there is a crisis and then can only be reactive in focus and effort. This means the CTC is not provided important forecasting information as needed with regards to the challenges and issues of airports in the state. The loss of information scenario is likely what would occur if the AAC is disbanded. Consequences locally would be a BOS Airports Committee that's reactive to issues relating to the County's airports and/or otherwise be reliant on information and feedback from County airport staff.

### Conclusion

The ALUC is not a resource for the BOS relating to on-airport issues or for forecasting and providing aviation related information that is important to the success of the County's airports. This important information and perspective comes from an active and supported AAC. Therefore, the ALUC believes the functions of the discretionary AAC are and will continue to be necessary.

If you have any questions regarding the above comments, please do not hesitate to contact ALUC staff, Jamar Stamps at (925) 674-7832 or e-mail at [jamar.stamps@dcd.cccounty.us](mailto:jamar.stamps@dcd.cccounty.us). Thank you for the opportunity to comment on the subject item.

Sincerely,  
  
Geoff Logan, Chair  
Contra Costa Airport Land Use Commission

cc: ALUC Commissioners  
Keith Freitas, Contra Costa County Director of Airports



**Contra  
Costa  
County**

To: Board of Supervisors  
From: INTERNAL OPERATIONS COMMITTEE  
Date: December 8, 2015

Subject: PHASE 1 TRIENNIAL ADVISORY BODY REVIEW RECOMMENDATIONS

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**RECOMMENDATION(S):**

**APPROVE** Internal Operations Committee recommendations from Phase I of the Triennial Advisory Body Review:

1. **TERMINATE** the County's participation on the Bay Area Library Information System Advisory Council.
  
2. **REASSIGN** Phyllis Gordon to the At Large #7 seat and **ABOLISH** At Large seats #16-20 on the Contra Costa Commission for Women; **DIRECT** the Commission to revise its Bylaws to reflect a total membership of 20 seats (one from each Supervisorial District and 15 At Large) plus one Alternate, and the standard County quorum requirement, which is a majority of authorized seats or, in this case, 11, and to submit the revised bylaws to the Board of Supervisors for consideration.
  
3. **APPROVE** recommendations of the Health Services Department in Attachment A with regard to the Alcohol and Other Drugs Advisory Board.
  
4. **DIRECT** the following departments to report back to the IOC in March 2016 with updates on the issues identified in the background of this report:

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<input checked="" type="checkbox"/> APPROVE	<input type="checkbox"/> OTHER
<input type="checkbox"/> RECOMMENDATION OF CNTY ADMINISTRATOR	<input checked="" type="checkbox"/> RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **12/08/2015**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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

**ATTESTED: December 8, 2015**  
\_\_\_\_\_, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea  
(925) 335-1077

By: Stacey M. Boyd, Deputy

- EHS Director or designee regarding the Advisory Council on Aging
- Agricultural Commissioner/Director of Weights & Measures or designee regarding the Agricultural Task Force
- Health Services Director or designee regarding the Emergency Medical Care Committee, and potential merger of the Hazardous Materials Commission and the Public and Environmental Health Advisory Board
- County Librarian regarding the Library Commission

RECOMMENDATION(S): (CONT'D)

>

5. REQUEST the Airport Land Use Commission and the Board's Airports Committee to review the functions of the Aviation Advisory Committee to determine if advisory functions continue to be necessary, and make a recommendation to the Board of Supervisors.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Board of Supervisors has asked a number of county residents, members of businesses located in the county and/or county staff to serve on appointed bodies that provide advice to the Board on matters of county or other governmental business. Members provide a resident's, business or county staff perspective on a wide variety of policy issues or programs that the Board oversees. Their efforts can directly affect the quality of life in Contra Costa County and they provide countless hours in this public service.

Appointees begin their official advisory body involvement through Board action and serve for a specified term. Each body has an enabling charge and bylaws, which spell out structure, work processes and the expectations of members. Although bodies do not have the authority to hire employees, most bodies have been assigned county or contracted staff to assist the Chair, Vice Chair and the members with conducting the business of each body and providing regular reports, recommendations and advice to the Board or other units of government. The business of each body is public and governed by all the applicable state and local laws about transparency and availability of the body's records to the members of the public. Some bodies are required to adopt a conflict of interest code, although the Fair Political Practices Commission asked, in 2014, that we review all bodies with these code requirements to see if they are legally necessary, according to State Law. Bodies are expected to file an annual work plan with the Board and a list of goals and priorities that will guide their work for that year. They also are asked to submit an annual report that summarizes their accomplishments and activities.

Periodically the BOS evaluates and examines the advisory bodies to determine if any changes are needed in the structure, composition, Board charge, enabling mandate, assignments or the inner workings of the bodies. Some of these reviews have led to changes in bylaws, membership requirements, structure, enabling charges, assignments/duties or sun-setting of the body. Beginning in 2010 and concluding in 2011/2012, the BOS conducted an extensive review of advisory body policies, makeup and structures and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the Board as discretionary or those that the BOS is mandated

to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/CoB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the BOS, through the IOC, on a regular basis.

The Resolutions laid out the questions and issues on which the Supervisors wanted the report to be based and directed that the information be requested from and submitted by each advisory body once every three years. Board members were particularly interested in whether or not advisory bodies should continue in their existing forms or structures and if their duties or membership should be changed. They also asked for staff comments on the possibility to sunset committees or to merge bodies together to achieve efficiencies, greater productivity or better service to the public.

This year, the IOC reviewed staff feedback and recommendations from the first phase of the current triennial review. What follows is a summary of our conclusions and the context for our recommendations.

- Bay Area Library Information System Advisory Council (BALIS): The County Librarian advised that this mandatory body has been sunset by the State of California and can be deleted from the list of Advisory Bodies to whom the BOS makes an appointment (see Recommendation No. 1)
- Advisory Council on Aging: Our study indicated that there might be “mission creep” in the work of this mandatory body, into both program and policy areas, rather than the body remaining in strictly an advisory role to the BOS and the Area Agency on Aging for plan development. We recommend that the Employment and Human Services Director report back to the IOC on these issues. We also recommend maintenance of the requirement for members of this body to file an annual Form 700.
- Countywide Bicycle and Pedestrian Advisory Committee of Contra Costa Transportation (Joint Powers) Authority (CCTA) and Countywide Bicycle Advisory Committee of Contra Costa County: We considered these two bodies together because there can be confusion about their differing obligations. The first committee is a mandatory component of the regional CCTA transportation planning efforts. The second body is a BOS discretionary body that meets informally, usually once per year, to review revenue allocations and comment on whether or not bicycle and pedestrian projects are included in projects funded by the CA Department of Mass Transportation. The Conservation and Development Director reviewed all aspects of the discretionary body's work and recommends that no change be made to the County's Bicycle Advisory Committee. We concur with that recommendation.
- Economic Opportunity Council: We had concerns about reports that most of the Community Services Block Grant (CSBG) received by the EOC was being expended on County staff costs instead of on programs. EHS Director Kathy

Gallagher gave us a report about the functioning of the commission and allocation of administrative costs in the CSBG budget. Kathy expressed concerns with the direction given by the State for doing the CSBG budget. She disagrees with the State's direction and how inconsistent it is compared to other similar revenue streams within EHSD. She plans on talking to state officials later this month to gain more clarity. We asked Ms. Gallagher to report back in 90 days after consultation with the State (see Recommendation No. 4).

- Hazardous Materials Commission: We recommend no changes to this mandatory body.
- Agricultural Task Force Commission: In 2012/13, this discretionary body did not convene and did not have current bylaws. We recommend that the newly appointed Department Head review the charge, work and structure of this body and bring recommendations for any changes, including sunset or merger with other advisory bodies, back to the IOC for further consideration and direction (see Recommendation No. 4).
- Alcohol and Other Drugs Advisory Board (AOD): When originally created, this body was mandated by State law; that mandate was repealed in 1993. The only issue that arose from our review is the extensive amount of County staff time that appears to be necessary to support the subcommittee work undertaken by this body. We asked the Health Services Department to reevaluate the highly formal structure of the AOD to reduce County staff workload related to agendas, meeting packages, reports and minutes. HSD transmitted its recommendations in the attached memo (Attachment A), which describes three subcommittees, a meeting schedule and staffing allocation. We concur with these recommendations (see Recommendation No. 3).
- Arts and Culture Commission (AC5): This discretionary advisory body is the only entity allocated funds (\$15,000) within the County's budget to help carry out its activities. The body has developed a regional and Statewide reputation and focus to promote the arts. Outside of promotion, however, the advisory role to the BOS appeared minimal. We asked the CAO to explore with the AC5's members whether or not the entity should reconsider/redefine its focus as an advisory body to the Board or explore spinning off as a non-profit organization. The membership prefers to remain a BOS advisory body for the time being. We, therefore, recommend no changes at this time.
- Aviation Advisory Committee (AAC): Staff recommends that the County's policy-making Airport Land Use Commission and the standing BOS Airports Committee review the functions of the discretionary AAC to determine if advisory functions continue to be necessary at this time (see Recommendation No. 5). If a determination is made to continue the body, the necessity of filing the Form 700 should be reviewed by County Counsel.

- Commission for Women: This discretionary advisory body's major activities are to regularly host and participate in local, regional, and national seminars and outreach activities on women's issues. The advisory role to the BOS appeared minimal. The body, which has an authorized membership up to 25 plus an alternate, reported having difficulty meeting quorum requirements for meetings. We recommend that the number of At Large seats be decreased by 5 to 15, bringing the total authorized seats to 20 plus an alternate. We also recommend that the Commission's bylaws be updated to reflect the decrease in seats and also to make the quorum requirements consistent with County policy, which is a majority of authorized seats or in this case, 11 (see Recommendation No. 2).
- Emergency Medical Care Committee: Although the current activities and scope of this discretionary advisory committee appear to exceed the original purposes for which the body was established, we recommend no changes in committee structure at this time. The CAO laid out a plan with the EMCC to review its bylaws and rewrite them, especially as they relate to membership and size of the committee. The full Committee will review the proposed by-law changes and come to the BOS for review and approval. The Supervisors may wish to incorporate some of this entity's work activities into an appropriate BOS Standing Committee or expand the EMCC's official charge.
- Historical Landmarks Advisory Committee: The functions of this discretionary advisory committee have primarily been to assist the Department of Conservation and Development to identify historical sites within the County and affect registration as landmarks. The body meets about three times per year. The Conservation and Development Director has reviewed the work of this committee and requests that the BOS continue it as an advisory body to both the Department and the Supervisors, with the same structure, duties and membership as currently exists.
- Integrated Pest Management Advisory Committee: Based on the materials submitted by this discretionary body, its activities appear to have focused a significant amount of effort on evaluating internal operations of the County departments with whom it interacts. We suggest no specific changes at this time.
- Library Commission: This discretionary advisory body has enabling legislation, passed in collaboration with the Mayors' Conference, which continues in effect until the end of 2016. We recommend that the County Librarian (who was not yet hired when this review process was conducted) make a review, and work with the Commission to submit a current annual report and work plan to the BOS.
- Public and Environmental Health Advisory Board (PEHAB): This discretionary body did not submit a response to our Triennial Review survey. However, the Health Services Department did report that the body has stopped meeting for an indefinite period and there is also no staff support available at this time. The Department has

asked for some additional time to permit the newly hired Public Health Director to review PEHAB's charge and structure and report back to the IOC. Strong consideration should be given to merging PEHAB with the Hazardous Materials Commission.

## ATTACHMENTS

Attachment A\_HSD Recommendations on Alcohol & Other Drugs Advisory Board



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

7.

**Meeting Date:** 04/27/2016  
**Subject:** JetSuite Scheduled Charter Service  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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### **Referral History:**

On December 30, 2015, Airport staff received an email request to meet with representatives of JetSuite to discuss a possible new venture at the Buchanan Field Airport. JetSuite was in process of launching a new scheduled charter service business called JetSuiteX and Buchanan Field Airport was one of the northern California airports of interest for this business.

The new scheduled charter service would serve various cities that are within a 90 minute flight distance from the departure airport. Initially, flights are expected to operate between northern and southern California (the Los Angeles Basin). Other connection areas may include Las Vegas, Phoenix, Seattle and San Diego. Buchanan Field is one of the airports JetSuiteX is considering using as part of its operation of this new service. The company's site selection is now expected to be publicly announced in mid to late March 2016, with service possibly beginning within a few weeks of the announcement.

The company intends to use quiet, modified Embraer 135 jets and to make a maximum of 30 seats available per flight, which will provide passengers with an upscale cabin experience. JetSuiteX advises that it expects to initiate at least one flight per day between the Bay Area and general aviation airports in the Los Angeles basin. If Buchanan Field is chosen, the company could operate out of the former terminal building on the north end of John Glenn Drive.

On March 1, 2016, the Board of Supervisors approved a month-to-month rental agreement between the County and JetSuiteX in order to permit service to operate as soon as possible. If the proposed business is successful, the County and JetSuiteX may choose to enter into a long-term lease at a future date. If so, that agreement would be subject to the approval of the Board of Supervisors.

### **Referral Update:**

Not Applicable

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

This is a general discussion of the proposed business activity and status.

**Fiscal Impact (if any):**

There is no impact on the County General Fund. If Buchanan Field is chosen by JetSuiteX as a site of operation, staff will consider making facility and/or site improvements to accommodate this use at an estimated cost of \$50,000 to the Airport Enterprise Fund. It is expected that any cost incurred by the Airport Enterprise Fund would be recouped within one year in the form of rent and increased fuel flowage fees. Assuming JetSuiteX operates three flights per day, five days per week, with 20 passengers per flight, the expected cash flow to the Airport would be approximately \$10,000 per month (\$3,800 from fuel flowage and the balance from passenger enplanement). In addition, the County General Fund could realize sales tax and other revenues.

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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:** 04/27/2016  
**Subject:** Airfield Construction Projects Overview 2015 & 2016  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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#### **Referral History:**

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.

#### **Referral Update:**

Continuation of discussion from March 9, 2015 and July 1, 2015 Airport Committee meetings.

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

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

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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:** 04/27/2016  
**Subject:** CPI Waiver  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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### **Referral History:**

In 2013, the Airports Division created and began a business retention and attraction program to strengthen and grow the Buchanan Field and Byron Airports. Airports staff convened an Economic Development Incentive Program (EDIP) process, which included a diverse working group representing leasehold tenants, businesses, flight clubs, County hangar and tie-down tenants, and the Aviation Advisory Committee, to help staff develop a program that would best help us to retain and attract new aviation tenants. EDIP participants identified 48 total desired projects and programs to meet the attraction and retention goals. The EDIP process was completed in late 2015 and included a top 3 projects/programs prioritization list for both airports, Buchanan Field and Byron Airport. The Aviation Advisory Committee discussed this matter at their February, March, April, May and July 2015 meetings.

One of the top priority items identified was to examine, and if deemed necessary adjust, the aviation use rents to make the airports more financially competitive. Airports staff conducted a market rate rent comparison and found that, in general, aviation rents at our airports are at the high end for the regional market, which could negatively affect the Airports' ability to attract new and retain existing tenants.

The County hangar tenants, which represent a majority of the tenancy, were scheduled to get a CPI rent increase on April 1, 2016. As such, to better attract and retain aviation tenants, a three-year CPI waiver starting April 1, 2016, and ending March 31, 2019, was being considered for aviation use tenants in order to make the aviation use rental rates more comparable to other regional general aviation airports. The Aviation Advisory Committee discussed this item at its January 14, 2016 meeting.

On February 9, 2016, the Board of Supervisors approved a three-year CPI waiver starting April 1, 2016, and ending March 31, 2016 for aviation use tenants. The CPI waiver is a crucial component in the County's economic retention and development program for the airports.

Staff will continue to work with the EDIP stakeholders as they develop a new Rates and Charges schedule for the Buchanan Field and Byron Airports. The Rates and Charges schedule will be vetted through the public process in advance of scheduling this item before the full Board of Supervisors for their review and approval.

**Referral Update:**

This is a continuing discussion from the July 1, 2015 Airport Committee meeting.

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

This is a general discussion of implementing one of the first EDIP priority activities.

**Fiscal Impact (if any):**

This action has no direct financial impact on the County General Fund. The Airport Enterprise Fund will not recognize additional revenue estimated at \$52,788 annually, based on a 2.6% Consumer Price Index factor.

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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:** 04/27/2016  
**Subject:** 120 Acre Land Donation Byron  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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### **Referral History:**

On February 10, 2014, Wildlands, Inc. contacted Airports staff to discuss their interest in donating real property adjacent to the Byron Airport to the County. The property is protected by a conservation easement which requires periodic on site monitoring. Wildlands, Inc. is located in Rocklin and the subject property is their furthest and not proximate to other owned parcels. The property was acquired, dedicated for habitat conservation, and conveyed to Wildland, Inc. with a small endowment fund for maintenance as a result of project mitigation obligation in another location. As the County managed 814 acres of land dedicated for habitat conservation purposes nearby at the Byron Airport, Wildlands, Inc. thought the County could more effectively and efficiently manage the conservation obligations of the subject property.

On February 19, 2014, the County Airports Division staff received a letter from Wildlands, Inc. which formally expressed an interest in donating 120 acres of real property located near Byron Airport to Contra Costa County. As portion of the property is within the runway safety area for Runway 12-30 and identified for land acquisition in the Byron Master Plan for long-term protection of the airport and to prepare for a potential runway extension, the land donation was of interest.

Over the past two years, County Counsel, Real Property, and Airports Division staff has been working with Wildlands, Inc. and the California Department of Fish and Game to complete all the steps and processes necessary for the property to be donated to the County.

### **Referral Update:**

Not Applicable

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

This is a general discussion of the land donation process and anticipated timeline.

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

This action has no direct impact on the County General Fund. The Airport Enterprise Fund would recognize some revenue from leasing the property for grazing that is expected to cover the annual monitoring costs. In addition, the property would be conveyed with a small endowment fund that could be used if more extensive maintenance is required.

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**Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

11.

**Meeting Date:** 04/27/2016  
**Subject:** Byron General Plan Amendment Update  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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### **Referral History:**

The Airport Committee, at their September 24, 2012 meeting, directed Airports staff to schedule the use of the Mariposa Community Benefits Fund for the full Board of Supervisor's consideration.

On December 4, 2012, the Board of Supervisors authorized the Department of Conservation and Development to undertake a General Plan Amendment study for the Byron Airport.

The Contra Costa County Board of Supervisors, on December 4, 2012, authorized the use of a portion of the Mariposa Energy Project Community Benefits Fund to perform a General Plan Amendment Study for the Byron Airport

The Byron Airport (Airport) Master Plan, approved in 2005, identified a diversity of aviation and aviation-related land uses for the long term build-out of the Airport. To fully implement the Airport Master Plan, it is necessary to undertake a General Plan Amendment (GPA) process to provide consistency with and allow for the range of contemplated land uses. The GPA will require an environmental analysis of the proposed changes before the amendment can be considered for approval.

This process will be performed by the Department of Conservation and Development working in collaboration with the Airports. The GPA and environmental processes could take up to twenty-four (24) months to complete, depending on findings during the environmental review component. The projected project cost range of \$90,000 to \$250,000 is contingent on the elements identified during the environmental review. The cost estimate does not include updating the Byron Chapter of the Airport Land Use Compatibility Plan, which may be required to be consistent with the GPA.

Staff from the Department of Conservation and Development (DCD staff) prepared a work scope for the Byron Airport General Plan Amendment (GPA) Study and the accompanying Byron Airport, P-1 Planned Unit District Zoning Text Amendment Study which incorporated comments

received by Airports staff, the AAC, and Airport Committee.

On April 8, 2015, DCD staff initiated a Request for Proposals for the Byron Airport Development Program and CEQA Analysis. Prospective contractors were given a due date of 4:00 pm on May 8, 2015 to provide proposals.

On July 1, 2015, the Airport Committee had a general discussion of the environmental process responses received, the project cost, and anticipated project schedule.

On August 18, 2015, the Board of Supervisors approved a \$180,545 contract between Contra Costa County and Dudek to perform the environmental review process for the Byron Airport General Plan Amendment.

**Referral Update:**

Not Applicable

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

This is a general discussion of the project and project schedule.

**Fiscal Impact (if any):**

While the GPA is necessary to provide land use consistency with the approved Airport Master Plan, the GPA and related environmental review processes are not eligible for Federal Aviation Administration (FAA) funding.

The Mariposa Energy Project Community Benefits Fund (Mariposa Community Benefit Fund) was established to enhance and support the Byron Airport. Airports staff reviewed the proposed use of the Mariposa Community Benefit Fund for the Byron Airport with the Airport Committee, Aviation Advisory Committee, East County cities and community groups, and a pilots association. All comments provided on this matter were in support of using a portion of the Mariposa Community Benefit Fund for the Byron Airport GPA. As such, the Board of Supervisors approved use of up to \$250,000 of the Mariposa Community Benefit Fund for the Byron Airport GPA.

Any request for additional funding, if necessary, through Mariposa Energy Project Community Benefit Fund, will be brought back to the Airport Committee and Board of Supervisors at a later date.

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**Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

12.

**Meeting Date:** 04/27/2016  
**Subject:** Future Agenda Items  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

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#### **Referral History:**

Not Applicable

#### **Referral Update:**

Not Applicable

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

Future Agenda Items

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#### **Attachments**

*No file(s) attached.*

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