



AIRPORTS COMMITTEE

July 20, 2016

2:00 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 April 27, 2016 (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. 3-Acre Non-Aviation Business Park Development at Buchanan Field (Review and Discuss)
6. TDMC Hangar Proposal to Withdraw Cancellation Notice of Lease and Assign Lease (Review and Discuss)
7. Parcel C Sales Tax Share Agreement Between County and City of Concord (Review and Discuss)
8. JetSuiteX Scheduled Charter Service (Review and Discuss)
9. Wind Turbines (Review and Discuss)
10. Airfield Construction Projects Overview 2016 & 2017 (Review and Discuss)
11. Byron General Plan Amendment Update and Byron Airport Development Program Modification - Dudek Report (Review and Discuss)
12. Airports Security (Review and Discuss)
13. The next meeting is tentatively scheduled for September 28, 2016
14. Future Agenda Items

15. 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: 07/20/2016
Subject: Approval of Minutes from April 27, 2016
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 April 27, 2016 (Chair)

Fiscal Impact (if any):

Not Applicable

Attachments

Minutes 4/27/16



Agenda

AIRPORTS COMMITTEE

April 27, 2016

1:30 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
Karen Mitchoff, Vice Chair

Staff Present: Dominic Aliano, District IV Representative
Will Nelson, Department of Conservation and Development
Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
Judy M. Evans, Airport Clerk

1. Introductions
2. Review and Approve record of meeting for September 14, 2015 (Chair)

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

Passed

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

Maurice Gunderson, president of the Mount Diablo Pilot's Association (MDPA) and Aviation Advisory Committee (AAC) member, reported that the Economic Development Incentive Program (EDIP) developed by Airport management has brought about some beneficial programs to the Airports. The CPI waiver was a significant step forward in enhancing the competitiveness of Buchanan Field and Byron Airports, and at the same time delivered a positive message to Airport tenants. The new JetSuiteX scheduled charter service will be a benefit to the community. Mr. Gunderson thanked both Supervisors for their support of these two initiatives.

Mr. Gunderson raised concerns about the construction of wind turbine generators near Byron Airport. He will work with the ALUC and the AAC to make sure that stakeholders have an opportunity to voice operational safety concerns. Mr. Gunderson brought a notification from the FAA that named Altamont Winds, LLC as the company associated with this project. It appears the wind turbines are located in Alameda County.

Will Nelson provided some insight on the review process based on his experience working with wind turbine projects. He recommended that Contra Costa County submit comments to Alameda County to let them know their concerns regarding the project.

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

Ronald Reagan, Chair of the AAC, reviewed AAC discussion topics.

- ***Airport Strategic Planning***
- ***Relinquishment of Diablo Valley College (DVC) AAC seat***
- ***Revision of AAC Bylaws to change the DVC seat to At Large position***
- ***Super Bowl 50***
- ***CPI Waiver***
- ***Brown Act certification process***
- ***JetSuiteX scheduled charter service***
- ***Potential availability of MOGAS at Buchanan Field***
- ***AAC officer elections - no change***
- ***8th Annual Tenant Appreciation BBQ - May 5, 2016***
- ***Byron Highway/Vasco Road Connector project pulled out from the 239 TriLink project as a stand-alone project***

5. 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.

Diablo Valley College (DVC) relinquished their seat on the Aviation Advisory Committee (AAC) which initiated an amendment to the AAC Bylaws to change DVC's seat to an At large position. DeWitt Hodge summarized the revisions made to the Bylaws and requested the Supervisors review and comment on the changes. Supervisor Piepho suggested to maintain "The Board of Supervisors" instead of the "The Board" throughout the document for clarity. Supervisor Mitchoff stated that she received a letter from the president of DVC relinquishing the AAC seat and suggested it be reflected in the AAC records.

Vice Chair Karen Mitchoff, Chair Mary N. Piepho

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

Passed

6. 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.

A request was made by the Internal Operations committee to have the Airport Land Use Commission (ALUC) and the Airport Committee review the functions of the Aviation Advisory Committee (AAC) to determine if advisory functions continue to be necessary. It was determined that the AAC's advisory function continues to be needed.

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

Keith Freitas conveyed JetSuiteX's CEO, Alex Wilcox, gratitude to Supervisor Mitchoff and Supervisor Piepho for their support of JetSuiteX. They have already sold approximately 800 tickets, exceeding their forecast. Supervisor Piepho suggested Mr. Wilcox reach out to Bay Area City and County governments to let them know about the JetSuiteX service and possibly create a shuttle service from Burbank to Long Beach for the Supervisors attending a meeting in that area. There was positive reaction from the Supervisors and others in attendance regarding the ribbon cutting ceremony and benefit to the County due to the new service. Dominic Aliano described his experience flying on JetSuiteX and said it was spacious and comfortable. Mr. Freitas recognized CalStar and Civil Air Patrol for the adjustments they made to enable the implementation of the JetSuiteX service.

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

Keith Freitas reported that the \$1.3 million East Ramp pavement project and \$1 million pavement and signage project at Byron Airport have been completed. Work is expected to begin on an approximate \$2.5 million project on Taxiway Echo and Kilo this summer, pending FAA funding. The next project at Buchanan is anticipated to begin in 2017 to resurface secondary Runway 14L/32R and is estimated to cost \$3.5 million, also pending FAA funding.

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

Keith Freitas thanked both Supervisors for their support of the CPI waiver, which has brought nothing but positive feedback from Airport tenants and businesses and will help the Airport be more competitive.

Beth Lee added that Airport staff will be examining the current rate structure and potentially make recommendations to help achieve the goal of attracting new and retaining existing customers.

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

Wildlands Inc. approached the County approximately three years ago regarding the donation of a 120-acre property across from the entrance to Byron Airport on Armstrong Road. The property comes with an endowment fund. The plan is to bring it before the Board at the end June to acquire the property.

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

Keith Freitas gave a brief history regarding the allowable uses that were established when the Byron Airport was originally built and stated that a general plan update is required in order to help develop the Byron Airport.

Will Nelson, Department of Conservation and Development (DCD) gave an update of the uses that can be added to Byron Airport in order to generate economic interest and activity. A consultant has been retained and they have provided three development scenarios; high, low, and medium. Based on market trends and competing airports, most of the development around the airport would be light industrial and logistical warehousing type uses on County land. The consultant has concluded that the medium development scenario would be the most realistic and could potentially bring a few thousand users to the Byron Airport. The next step in the process is to finalize the project description with the lower intensity uses. The Supervisors asked for an update at the next meeting.

12. Future Agenda Items

- **Wind Turbines**
- **Dudek report on the General Plan Amendment process**
- **JetSuiteX**

13. The next meeting is tentatively scheduled for June 22, 2016.

14. 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.

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keith.freitas@airport.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

4.

Meeting Date: 07/20/2016

Subject: Aviation Advisory Committee 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

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: 07/20/2016

Subject: 3-Acre Non-Aviation Business Park Development at Buchanan Field

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact: Beth Lee, (925) 681-4200

Referral History:

On December 8, 2015, the Contra Costa County Public Works – Airports Division received a letter of interest from a private party to develop an industrial business park use on approximately 3 acres of land owned by the County and located on the northeast corner of Marsh Drive and Sally Ride Drive on the west side of Buchanan Field Airport. The parcel is designated for non-aviation use on the Buchanan Field Master Plan.

Per adopted procedures, the County notified existing commercial tenants at Buchanan Field and Byron and publicized the notice to solicit other competitive interest in the property. The response deadline was January 14, 2016, and the County did not receive any additional letters of interest to develop this property. On March 29, 2016, the Board of Supervisors authorized County staff to negotiate a lease with the proposed developer.

To develop this property for its highest and best use, a General Plan Amendment to change Policy 3-98 was necessary. Policy 3-98, which specified a development limit of 18,500 square feet for the 3-acre site, was included with other General Plan changes in 2008 to bring land use conformity with the updated Buchanan Field Master Plan. At that time there were several large, planned Airport development projects and, as a result, the business park development envelope was limited to 18,500 square feet in order to address the cumulative peak hour trip generation concerns (total not to exceed 99). Subsequently, however, the economy went into a recession which resulted in none of the planned Airport projects proceeding.

A General Plan Amendment to increase the development envelope to a maximum of 52,300 square feet of industrial business park use was approved by the Board of Supervisors on June 21, 2016. The business users are expected to be more service oriented with little, or no, point of sale expected at the site; a maximum of 20% of the space would be office and the balance (80% or greater) of the space would be warehouse.

Development of this 3-acre vacant parcel for business park use would expand economic development activity at Buchanan Field Airport and lead to increased revenues to the Airport Enterprise Fund. This development will also facilitate the growth and development as identified in the adopted Buchanan Field Airport Master Plan. A business proposal must be consistent with the Airport Master Plan and General Plan for consideration. County staff is working with the development interest, Montecito at Buchanan Field, to negotiate lease terms.

The lease will be scheduled for the Board of Supervisors review and consideration once the environmental review process has been completed.

Referral Update:

Not Applicable

Recommendation(s)/Next Step(s):

3-Acre Non-Aviation Business Park Development at Buchanan Field (Review and Discuss)

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

Fiscal Impact (if any):

None

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

6.

Meeting Date: 07/20/2016

Subject: TDMC Hangar Proposal to Withdraw Cancellation Notice of Lease and Assign Lease

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

In December of 2015, TDMC gave their 12-month notice to terminate their lease. A few months later, TDMC requested to rescind their termination if they could assign their lease to another party. County staff has been exercising their due diligence by evaluating the desired assignee and also soliciting for competitive interest by notifying commercial tenants and publishing notice in a national aviation journal of the hangar availability. The solicitation process ended on May 31, 2016, and only one additional party indicated competitive interest in using the property.

There are two primary options: (1) allow for the termination to be rescinded and have the lease assigned as requested by the tenant; or (2) initiate a Request for Proposals to lease the property when it reverts to the County. County staff will review the information provided and, if deemed necessary, convene a working group to assist in the review to provide a recommendation to the Board of Supervisors for final approval.

Referral Update:

Not Applicable

Recommendation(s)/Next Step(s):

TDMC Hangar Proposal to Withdraw Cancellation Notice of Lease and Assign Lease (Review and Discuss)

This is a general discussion about the lease termination and potential lease assignment process.

Fiscal Impact (if any):

None

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

7.

Meeting Date: 07/20/2016

Subject: Parcel C Sales Tax Share Agreement Between County and City of Concord

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

Parcel C, as commonly referred to, is County owned parcel at Buchanan Field Airport. Approximately one-third is in the County and the remainder is within the City of Concord. A majority of the parcel is within Runway 19R protection zone; which requires the land uses and subsequent improvements (such as locations, heights, and the like) comply with the FAA compatibility standards. The parcel is approximately 4.63 acres; about a third within the County and remaining two-thirds within the City of Concord (“City”) jurisdiction.

While the property may have development constraints, it is well situated for commercial/retail uses. Although the land is undeveloped, it’s access to and visibility from Highway 4 has resulted in many development interests over the years. Development attempts, however, have been prevented because there was not a tax share and development agreement between the County and City. As such, the County and City have been working on a draft agreement which were to address the primary issues at that time: (1) apportionment of sales, use and property tax revenues; (2) designation of the lead jurisdiction for planning and environmental; and (3) coordination and communication between the parties.

A draft agreement is nearing completion; it will be forwarded to the County Board of Supervisors and the City Council for review and consideration.

Referral Update:

Not Applicable

Recommendation(s)/Next Step(s):

Parcel C Sales Tax Share Agreement Between County and City of Concord (Review and Discuss)

This is a general discussion about the status of the sales tax share agreement between the County and City.

Fiscal Impact (if any):

None

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

8.

Meeting Date: 07/20/2016
Subject: JetSuiteX Scheduled Charter Service
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

In December 2015, Airport staff received a 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.

Buchanan Field was selected for the new JetSuiteX scheduled charter service which began in April 2016, to Burbank. If the new service is successful, they may expand service to various cities that are within a 90-minute flight distance from the departure airport. Other connection areas from Buchanan Field may include Las Vegas, Phoenix, Seattle and San Diego. The company uses quiet, modified Embraer 135 jets that have a maximum of 30 seats available per flight, which provides passengers with an upscale cabin experience.

Referral Update:

Continuation of discussion from March 23, 2016 Airport Committee meeting.

Recommendation(s)/Next Step(s):

JetSuiteX Scheduled Charter Service (Review and Discuss)

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

Fiscal Impact (if any):

The Airport Enterprise Fund receives ground rent in the form of a \$5.00 per passenger enplanement fee plus fuel flowage fees. The County General Fund receives sales tax and other revenues from this business activity.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

9.

Meeting Date: 07/20/2016
Subject: Wind Turbines
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

Airport staff was advised about a month ago that the FAA is conducting an aeronautical study of approximately 34 wind turbines; the closest of which is 3.5 miles from the Byron Airport. The wind turbines are 499 feet tall and are all in Alameda County. The Airport Land Use Commission (ALUC) sent a letter to the FAA to ask for public hearings. While the wind turbines are not within the jurisdiction of Contra Costa County, concerns can still be voiced and recommendations can be made to protect the interests of Byron Airport.

Referral Update:

Not Applicable

Recommendation(s)/Next Step(s):

Wind Turbines (Review and Discuss)

This is a discussion and status update of the wind turbine project.

Fiscal Impact (if any):

None

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

10.

Meeting Date: 07/20/2016
Subject: Airfield Construction Projects Overview 2016 & 2017
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) 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:

Not Applicable

Recommendation(s)/Next Step(s):

Airfield Construction Projects Overview 2016 & 2017 (Review and Discuss)

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.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

11.

Meeting Date: 07/20/2016

Subject: Byron General Plan Amendment Update and Byron Airport Development Program Modification - Dudek Report

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter: Will Nelson, Principal Planner Department of Conservation and Development

Contact: Beth Lee, (925) 681-4200

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 (DCD) to undertake a General Plan Amendment (GPA) study for the Byron Airport.

The Board of Supervisors, on December 4, 2012, authorized use of a portion of the Mariposa Energy Project Community Benefits Fund to perform the GPA study for Byron Airport.

The Byron 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 GPA to allow for the range of contemplated land uses. The GPA requires an environmental analysis pursuant to the California Environmental Quality Act (CEQA) before it can be considered for approval.

The GPA process is being performed by the DCD in collaboration with the Airports. The GPA and environmental review could take up to 24 months to complete, depending on the findings of the environmental review component. The projected cost range of \$90,000 to \$250,000 is contingent on the elements identified during the environmental review.

On April 8, 2015, DCD staff issued a Request for Proposals (RFP) for the Byron Airport Development Program and CEQA Analysis. Prospective contractors were given until 4:00 p.m. on May 8, 2015, to provide proposals. Two proposals were received.

On July, 1, 2015, the Airport Committee had a general discussion of the environmental process, RFP responses received, 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 for the Byron Airport GPA.

On April 27, 2016, the Airport Committee had a general discussion regarding the project and the progress of the environmental review. Staff and Committee members expressed dissatisfaction regarding the progress.

Referral Update:

In the weeks following the April 2016 meeting, staff of DCD and Airports and the contractor, Dudek, had several email exchanges and phone calls to determine why the environmental review was not proceeding as originally anticipated. The contractor indicated they had difficulty formulating an acceptable project description, which forms the basis for the environmental review, because:

- The Airport Land Use Compatibility Plan (ALUCP) predates the 2005 Byron Airport Master Plan and does not accurately reflect proposed aviation activities and proposed non-aviation development.
- The ALUCP policies for Byron Airport are overly restrictive compared to those for Buchanan Airport and relative to current guidance per the California Airport Land Use Planning Handbook published by Caltrans.
- While ALUCPs generally do not apply to airports themselves, the 2005 Master Plan specifically states that the policies and regulations of the ALUCP are applicable to the airport property, thereby artificially limiting what can occur on Airport property.

Staff and the contractor determined that the best course of action would be to expand the scope of the current environmental review to include updating the portions of the ALUCP pertaining to Byron Airport. While this would extend the project timeline and add costs, the end product would be a General Plan, zoning, ALUCP, and Master Plan for Byron Airport that were consistent and compatible. The contractor's proposed amendment to the scope of work is attached.

Recommendation(s)/Next Step(s):

Byron General Plan Amendment Update and Byron Airport Development Program Modification - Dudek Report (Review and Discuss)

Staff recommends that the Committee review the proposal for updating the ALUCP and provide direction to staff.

Fiscal Impact (if any):

The Board of Supervisors originally approved a contract with Dudek for \$180,545. Dudek proposes additional work costing \$43,256, for a total contract cost of \$223,801, to be paid out of the Mariposa Community Benefits Fund.

Attachments

Dudek Byron ALUCP Proposal

May 31, 2016

9269

Mr. William Nelson
Contra Costa County Department of Conservation and Development
30 Muir Road
Martinez, CA 94553

Subject: Byron Airport Development Program Modification

Dear Mr. Nelson:

Per our discussions, we have prepared a scope of work to amend the Byron Airport Land Use Compatibility Plan (ALUCP). The current ALUCP predates the existing Master Plan, and places severe constraints on the types and intensity of development that could be allowed under the planned Zoning Ordinance update for the Airport. The proposed work program would update the existing Byron ALUCP policies and forecasts (Chapters 4 and 6 of the County ALUCP). The update would be prepared by Mead & Hunt, subconsultant to Dudek.

ALUCP UPDATE

The proposed ALUCP update is based on the following project understanding:

- The existing ALUCP predates the current approved 2005 Master Plan and does not accurately reflect proposed aviation activities and proposed non-aviation development.
- The current safety zones and compatibility policies are overly restrictive compared to the ALUCP policies at the other public airport in the County, Buchanan Airport, and relative to current guidance per the California Airport Land Use Planning Handbook (2011 edition).
- An updated Airport Layout Plan (ALP) has been reviewed and is pending FAA approval. The Department of Caltrans Aeronautics Division (Caltrans) must approve the use of the ALP if it has not received final approval prior to initiation of the ALUCP update.
- The 2005 aviation activity forecasts should be updated to provide the 20-year planning horizon for an updated ALUCP.
- The airport noise contour will be updated to reflect the updated ALP and forecasts.
- The Airport Influence Area (AIA) would not be adjusted as part of the update. Maintaining the current AIA reduces the level of effort for outreach and interagency consultation.

Mr. Nelson

Subject: Byron Airport Development Program Modification

The scope of work prepared by Mead & Hunt is attached. Please note that the proposed Scope of Work includes a 15% (\$5,202) contingency fund. This fund cannot be expended without specific County authorization. If desired, this amount can be removed from the proposal. Any necessary additional required work would be negotiated on a time and materials basis. In keeping with our contract, no administrative fee is added to the subconsultant costs.

Subconsultant Costs\$ \$39,883.00

Project Meetings/Management

In addition to the meetings described in our current scope of work, two additional ALUCP meetings are proposed: one to discuss the proposed update prior to the release of the draft document, and one for the ALUCP approval hearing. The Dudek project manager and Mead & Hunt task manager will attend both meetings. In addition to the additional meeting costs, Dudek will provide management and QA/QC oversight (estimated at 8 hours) for the update process.

Dudek Costs\$3,373.00

TOTAL COST.....\$43,256.00

CEQA Compliance

The update of an ALUCP is a discretionary action subject to the California Environmental Quality Act (CEQA) (see *Muzzy Ranch Co. v. Solano County Airport Land Use Commission* [2007] 41 Cal.4th 372). One advantage of pursuing the ALUCP update at this time is that the update can be incorporated into the Byron Airport Development Program Environmental Impact Report (EIR) at no additional cost. The County Airport Land Use Commission would rely upon the EIR in approving the ALUCP update.

If you have any questions regarding the proposed scope of work, please contact me at (916) 438-5312 or brattidge@dudek.com.

Sincerely,



Brian Grattidge
Project Manager

Att.: Mead & Hunt Scope of Work



133 Aviation Boulevard, Suite 100
Santa Rosa, California 95403
707-526-5010
meadhunt.com

May 19, 2016

Mr. Brian Grattidge, Project Manager
Dudek
980 9th Street, Suite 1750
Sacramento, CA 958140

Subject: Focused Update of the Contra Costa County Airport Land Use Compatibility Plan policies for the Byron Airport

Dear Mr. Grattidge:

Mead & Hunt, Inc. (Mead & Hunt) is pleased to submit this proposal, as requested, to provide airport land use compatibility planning services in support of Dudek's ongoing project to enable aviation-related and aviation-compatible development at Contra Costa County's (County) Byron Airport (Airport).

Project Understanding

The County has proposed a General Plan Amendment/Zone Change to support future aviation-related and aviation-compatible development at the Airport. Initial research associated with the proposed project indicates that the County's Airport Land Use Compatibility Plan (ALUCP) for the Airport was published in 2000, based on the County's 1985 Airport Master Plan and previous state-wide compatibility planning guidance. As such, it does not reflect the County's the current Airport Layout Plan (ALP) update (pending FAA approval), or current guidance provided by the Caltrans Division of Aeronautics regarding allowable land use densities/intensities, which have been significantly relaxed since 2000. As a result, the policies the County's 2000 ALUCP require revision to reflect current Airport conditions and to support the County's proposed aviation-compatible site development.

Mead & Hunt prepared a revised ALP for the Airport in 2015, which has been reviewed by the FAA and is pending approval. Pertinent changes that would affect the ALUCP include:

- Reclassification of the Runway 12-30 from Airport Reference Code (ARC) B-III to ARC B-II and associated changes in critical aircraft.
- Changes in Airport-related land uses and land use designations.

Mead & Hunt understands that no changes have been made to the runway length or aircraft approaches.

Mead & Hunt assisted the County's Airport Land Use Commission (ALUC) during the development of the 2000 ALUCP, and we understand the decisions that were made at that time when developing the

Mr. Brian Grattidge

May 19, 2016

Page 2 of 6

composite zones presented in the ALUCP. We propose to revise the composite zones and Airport-specific policies presented in the ALUCP to reflect revised guidance presented by the Caltrans Division of Aeronautics. The proposed ALUCP update will be a focused effort that concentrates on updating the maps, text and tables to reflect the proposed ALP Amendment. The policies will be updated to reflect new statewide compatibility guidance. That is, the ALUCP project will update only Chapters 3 and 6 of the current ALUCP rather than a comprehensive review of the ALUCP's procedural policies and countywide compatibility policies.

Given our familiarity with the 2000 ALUCP, the County's proposed ALP revisions, and our ongoing efforts to support proposed development at the Airport, we believe a budget of \$39,883, including a 15% contingency is sufficient to amend the ALUCP. The principal cost drivers include the development of aircraft activity forecasts to address the 20-year planning horizon required by the State Aeronautics Act, revised noise contours to reflect anticipated changes in aircraft operations, participation in two ALUC meetings, and other tasks associated with the proposed ALUCP update.

Scope of Services

After receipt of authorization to proceed, Mead & Hunt's Scope of Services shall include:

Task 1: Prepare Draft ALUCP Chapter Revisions

1.1: Revise Background Data for Byron Airport

Mead & Hunt will update Chapter 6, *Background Data: Byron Airport*, to reflect the changes in the 2016 ALP. Currently, the ALUCP includes three noise contour maps to address the noise effects of historic aircraft operations (Exhibits 6D to 6F). It is anticipated that the exhibits will be replaced with a single noise contour exhibit to reflect the operational forecasts provided to FAA with the 2016 ALP update and adjusted using the FAA's Terminal Area Forecast (TAF) to support a 20-year planning horizon. The status of the Airport proposed land use and local land use plans will also be updated (Exhibit 3J). Based on the nature of the ALP changes, we do not anticipate that the boundaries of the Airport Influence Area (AIA) will change.

1.2 Revise Byron Airport Policies

Mead & Hunt will update the introductory chapter of the ALUCP pertaining to plan preparation and review to discuss the revision to Airport policies and basis of the proposed changes. The ALUCP chapters, procedural policies, and compatibility criteria associated with the Buchanan Airport will not change. For the Byron Airport, Mead & Hunt will compare the compatibility policies and zones presented in the 2000 ALUCP with current guidance set forth in the Caltrans Handbook pertaining to airports in rural areas, and adjust the compatibility zones and criteria to reflect both the Caltrans guidance and existing/planned Airport conditions. It is anticipated that the revised ALUCP intensity criteria will be relaxed, which would support the County's vision of developing compatible non-aviation uses near the sides of the runways and on Airport property. Mead & Hunt will also prepare a graphic that compares the adopted compatibility zones with the proposed zones to facilitate discussions with County staff and the ALUC.

To enable ALUC adoption of the ALUCP update, environmental documentation is required pursuant to the California Environmental Quality Act (CEQA). Our scope of work assumes that CEQA review will be conducted as part of the County's proposed General Plan Amendment/Rezone to support aviation-related and aviation-compatible development at the Airport. A separate CEQA document will not be prepared to support the proposed ALUCP update.

Deliverables

- Administrative-draft copies of ALUCP Chapters 1, 4 and 6 for review by Dudek and the ALUC (pdf format). We will incorporate one round of comments from Dudek and the ALUC (see Task 2.1).
- Draft copies of ALUCP Chapters 1, 4 and 6 for public circulation as part of the proposed General Plan Amendment/Rezone project (pdf format).

Task 2: Project Review and Adoption

2.1: Initial ALUC Presentation

Prior to submission of the Draft ALUCP revisions, Mead & Hunt will make a presentation to the ALUC to describe the principal changes included in the update. We will prepare a PowerPoint presentation for the ALUC meeting and facilitate a discussion of the proposed update. Based on comments received at the meeting, we will revise the preliminary draft ALUCP chapters for circulation with the Draft CEQA document for the County's proposed General Plan Amendment/Rezone project.

2.2 Respond to Public Comments/Prepare Final ALUCP Revisions

Based on written comments received on the draft ALUCP and CEQA document, Mead & Hunt will prepare brief responses to each comment and indicate recommended changes to the draft ALUCP. All recommended revisions to the draft ALUCP will be listed in a formal addendum.

2.3: ALUCP Adoption

Following EIR certification by the County Board of Supervisors, the ALUC will be able to consider the adoption of the revised ALUCP. The adoption of the ALUCP will require formal actions by the ALUC, including a subsequent meeting/adoption hearing. Following CEQA certification by the County Board of Supervisors, Mead & Hunt will make a presentation to the ALUC to describe the comments received and revisions proposed for the ALUCP. Mead & Hunt will prepare a PowerPoint presentation for the ALUC adoption hearing.

Task 2.4: Prepare Final ALUC

Following ALUC adoption, Mead & Hunt will prepare a final version of the ALUCP that incorporates all of the changes listed in the addendum, and create a revised ALUCP document that incorporates the changes pertaining only to the Airport. ALUC staff will be provided a hardcopy and electronic copy of a revised ALUCP that includes revised text for Chapter 1 about the Airport, revised Chapter 5, and revised Chapter 6. All text, maps, and other final document material will be provided in their original digital file formats.

Deliverables

- Attendance and facilitation of two meetings with ALUC staff.
- Preparation of comment responses and an addendum for proposed ALUCP revisions following CEQA circulation.
- Preparation of a Final ALUCP that incorporates Airport-specific changes associated with the Airport (pdf copy and editable electronic files).

Assumptions

- Only policies referring specifically to the Airport will be revised. Countywide policies will not be considered. No comprehensive changes will be made to the procedural policies and county-wide compatibility criteria.
- Mead & Hunt will revise the composite compatibility zones to reflect the proposed ALP revision and Caltrans guidance. A layered approach will not be undertaken.
- Use of the FAA's Integrated Noise Model (INM) will be sufficient to produce noise contours in support of the proposed project (FAA is not required to review ALUCP materials).
- The size of the overall AIA will not be affected.
- The proposed project will be evaluated under CEQA as part of the county's proposed General Plan Amendment/Rezone to address aviation-related and aviation-compatible development at the Airport.
- One round of revisions will be made based on comments from County/ALUC staff.
- One Mead & Hunt staff member will attend up to two ALUC meetings.
- County/ALUC staff will be responsible for arranging rooms, noticing project meetings and availability of deliverables and overall coordination with the ALUC, affected local agencies and public.
- County/ALUC staff is responsible for sending letters to affected local agencies offering to "consult" with their respective boards regarding the proposed amendment to the AIA boundaries in accordance with Public Utilities Code Section 21675(c). The County will provide GIS base maps for use during project development.
- Mead & Hunt will make one round of revisions to the draft addendum and comment response matrix to address County/ALUC staff comments.
- Only minor modifications to the ALUCP are assumed to be needed to address agency/public concerns.

Staff Responsibilities

Our Scope of Services and Compensation are based on the following assumptions regarding the role of Dudek and agency staff:

- A designated County/ALUC representative will be available to assist Mead & Hunt. The representative will have complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Dudek will review all deliverables within one weeks of receipt. Mead & Hunt will incorporate any revisions within five days of comment receipt.
- County/ALUC staff will review all deliverables within two weeks of comment receipt. Mead & Hunt will incorporate any revisions within five days of comment receipt.
- Dudek and the County shall protect Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.
- County staff will arrange rooms, noticing project meetings and availability of deliverables and overall coordination with the ALUC, affected local agencies and public.

Budget Contingency

While the deliverables and basic work effort required for the project can be anticipated, Mead & Hunt recommends that the work scope include a contingency budget of at least 15% of the basic budget to cover unanticipated services. The following items are examples of particularly common additional services which can be provided by Mead & Hunt, Inc. following authorization.

- Extra meetings or conference calls beyond those included in the basic work scope as well as preparation of additional documents assessing the impacts in greater depth.
- Additional copies of deliverables. To limit project costs, only a pdf copy each of the draft and final reports are included in the accompanying budget and the County would be responsible for the reproduction requirements. Mead & Hunt can arrange for printing as an additional service.

Project Schedule

The budget assumes completion of the project within four months of project commencement. Major milestones are noted below.

- June 2016 – Project Commencement
- August 2016 – Draft ALUCP revisions

CEQA compliance and project adoption will coincide with the County's General Plan Amendment/Rezone for proposed aviation-related and aviation-compatible development at the Airport.

Compensation

The work described under the Scope of Services (Tasks 1 through 3) will be performed on a lump-sum basis and billed on a percent complete basis. Dudek, as the prime consultant, will pay Mead & Hunt \$34,681 as planning fees for the work performed under this contract. Work authorized by the County through Dudek under the contingency task (\$5,202) will require subsequent authorization and will be

Mr. Brian Grattidge

May 19, 2016

Page 6 of 6

billed on a time-and-expense basis in accordance with the hourly rates shown in Attachment B, which is attached and made part of this proposal. A breakdown of the total cost, estimated person hours for each task is presented in Attachment A.

Authorization

The Scope of Services and Compensation stated in this proposal are valid for a period of thirty days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by Mead & Hunt.

Signatures of authorized representatives of Dudek and Mead & Hunt shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services. All services shall be performed in accordance with the *General Terms and Conditions for Engineering, Architectural, or Consulting Services* which is attached hereto and made part of this Agreement and labeled as Attachment C.

We appreciate the opportunity to submit this proposal to Dudek.

Respectfully,
MEAD & HUNT, Inc.

Lisa Harmon
Project Manager

- Attachments:
- Attachment A – Cost Estimate*
- Attachment B – Standard Billing Rate Schedule, 2016*
- Attachment C – General Terms and Conditions*

Accepted by:

Approved by: MEAD & HUNT, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

The above person is authorized to sign for Client and bind the Client to the terms hereof.

Date: _____

Date: _____

Exhibit A, Cost Estimate

**Contra Costa County Airport Land Use Compatibility Plan (ALUCP)
Focused Update for Byron Airport**

Attachment A: Cost Estimate
May 19, 2016

WORK PLAN	DIRECT LABOR COST	EXPENSES	TOTAL	PERCENT OF TOTAL
Task 1: Prepare Draft ALUCP Chapter Revisions	\$22,350.00	\$150.00	\$22,500.00	65%
Task 2: Project Review and Adoption	\$11,805.00	\$376.00	\$12,181.00	35%
Subtotal:	\$34,155.00	\$526.00	\$34,681.00	100%
Contingency Tasks (approximately 15% of subtotal)			\$	5,202
TOTAL with Contingency:				\$39,883

LABOR HOURS	CLASSIFICATION	Sr. Project Planner	Project Manager	Project Planner	Planner/Technician	Administrative Assistant
		Rate	\$216.00	\$177.00	\$164.00	\$160.00
Task 1: Prepare Draft ALUCP Chapter Revisions	H	3	32	60	32	14
Task 2: Project Review and Adoption	R	2	32	20	7	17
	S					
SUBTOTAL HOURS:		5	64	80	39	31
PERCENT OF TOTAL:		2%	29%	37%	18%	14%
TOTAL HOURS:						219

Task 1: Prepare Draft ALUCP Chapter Revisions	CLASSIFICATION	Sr. Project Planner	Project Manager	Project Planner	Planner/Technician	Administrative Assistant
		Rate	\$216.00	\$177.00	\$164.00	\$160.00
1.1 Revise Background Data for Byron Airport (Maps, Tables and Text)	H	2	24	40	32	6
1.2 Revise Byron Airport Policies	R	1	8	16	4	8
	S					
TOTAL HOURS:		3	32	56	36	14
DIRECT LABOR COST:		\$648	\$5,664	\$9,184	\$5,760	\$1,078
LABOR SUBTOTAL DOLLARS:						\$22,334

EXPENSES	
Printing and Postage	\$150
TOTAL EXPENSES:	\$150

	DIRECT LABOR COST	EXPENSES	TOTAL
ELEMENT 1 TOTAL:	\$22,334	\$150	\$22,484

Task 2: Project Review and Adoption	CLASSIFICATION	Sr. Project Planner	Project Manager	Project Planner	Planner/Technician	Administrative Assistant
		Rate	\$216.00	\$177.00	\$164.00	\$160.00
2.1 Initial ALUC Presentation	H	1	16		2	
2.2 Respond to Public Comments/ALUCP Revisions Addendum	R		4	16	4	1
2.3 ALUCP Adoption Hearing	S	1	8			
2.4 Prepare Final ALUCP with Revised Chapters			4	4	1	16
TOTAL HOURS:		2	32	20	7	17
DIRECT LABOR COST:		\$432	\$5,664	\$3,280	\$1,120	\$1,309
LABOR SUBTOTAL DOLLARS:						\$11,805

EXPENSES	
Mileage - meeting attendance (320 miles at 0.55/mile)	\$176
Printing and postage	\$200
TOTAL EXPENSES:	\$376

	DIRECT LABOR COST	EXPENSES	TOTAL
TASK 2 TOTAL:	\$11,805	\$376	\$12,181



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

12.

Meeting Date: 07/20/2016
Subject: Airports Security
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

This is a referral from District IV to review options to enhance security at the airports.

Referral Update:

Not Applicable

Recommendation(s)/Next Step(s):

Airports Security (Review and Discuss)

This is a general discussion of security enhancements that could be considered for the airports.

Fiscal Impact (if any):

None

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

14.

Meeting Date: 07/20/2016
Subject: Future Agenda Items
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):

Future Agenda Items

Fiscal Impact (if any):

None

Attachments

No file(s) attached.
