



# AIRPORTS COMMITTEE

March 8, 2017

11:00 A.M.

550 Sally Ride Drive, Concord

Supervisor Karen Mitchoff, Chair  
Supervisor Diane Burgis, Vice Chair

|                          |  |
|--------------------------|--|
| <b>Agenda<br/>Items:</b> | 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 December 14, 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 Aviation Advisory Committee Chair, Ronald Reagan (Presentation & Accept).
5. Parcel C Sales Tax Apportionment Agreement Between County and City of Concord (Review & Discuss).
6. 700 Sally Ride Drive Aircraft Hangar Vacancy at Buchanan Field (Review & Discuss)
7. Byron General Plan Amendment Update (Review and Discuss)
8. 3 Acre, Non-Aviation Business Park Development at Buchanan Field (Review & Discuss).
9. 4.6 Acre Development Interest at Buchanan Field (Review & Discuss).
10. Buchanan Field Runway 14L/32R Rehabilitation Project (Review & Discuss).
11. Buchanan Field Airport Layout Plan Update (Review & Discuss).
12. Airports Division FY 2017-18 Budget (Review & Discuss).
13. AAC At Large Position (Review & Discuss).
14. The Draft Learning to Fly Video (Presentation & Discussion)

15. Future Agenda Items

16. The next meeting is tentatively scheduled for June 14, 2017 at 11:00 AM

17. 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](mailto:keith.freitas@airport.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

2.

**Meeting Date:** 03/08/2017

**Subject:** Review and Approve record of meeting for December 14, 2016 (Chair)

**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 December 14, 2016 meeting (Chair).

**Fiscal Impact (if any):**

Not applicable.

---

**Attachments**

12-14-16 Draft Minutes

---



# AIRPORTS COMMITTEE

December 14, 2016  
 10:00 A.M.  
 550 Sally Ride Drive, Concord

Supervisor Mary 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: Will Nelson, Principal Planner, Department of Conservation and Development  
 Keith Freitas, Director of Airports  
 Beth Lee, Assistant Director of Airports  
 Alina Zimmerman, Airport Clerk

1. Introductions
2. Review and Approve record of meeting for July 20, 2016 (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).
 

*None.*
4. Receive update from the Aviation Advisory Committee (Ronald Reagan, Aviation Advisory Committee Chair)

***Ronald Reagan, Chair of the Aviation Advisory Committee (AAC), reviewed the AAC discussion items from the past three months of September, October, and November:***

- ***Mariposa Energy - Some environmental testing was conducted in September and October which created a need for plant outage in those months***
- ***Measure X - Barely missed approval. The process will need to be re-started***
- ***Buchanan and Byron Construction Projects - Future projects include security fencing upgrades at both Airports and a paving reconstruction of Taxiway Echo and Kilo and Runway 14L/32R at the Buchanan Field Airport***
- ***AAC Tenant Appreciation Awards - The awards went to California Shock Trauma Air Rescue and REACH Air Medical Services***

- *JetSuiteX - Lisa Whalen stressed the importance of marketing and the steps that they are taking to implement their plan*
- *Learning to Fly video - Airport staff is seeking comments and/or changes to the draft video*
- *The AAC voted to approve the bylaws as revised by the County*
- *Wildlife Hazard Management Program - A bird strike reported at Buchanan by PSA prompted a discussion of the Wildlife Hazard Management Program. Operations performs field inspections twice a day which include looking for wildlife hazards*
- *2015/2016 Budget - Revenues are up to 115% while expenses are down to 89% from what was budgeted*
- *TDMC Hangar - A request for proposals notification went out in an effort to quickly identify a tenant. Committee member Tom Weber was selected to represent the AAC on the section committee to review and rank the proposals*
- *The Strategic Plan Update - Scheduled to be completed in March 2017*
- *Concord Jet Services Fundraiser - 700 people attended the event and \$1.8 million was raised for the John Muir Health Foundation*
- *The 2016 annual report for the AAC was submitted*
- *There was discussion regarding the At Large positions that was vacant and one that will be open as of March, 2017*

5. Parcel C Sales Tax Apportionment Agreement Between County and City of Concord (Review and Discuss)

*This is the 4.6 acre parcel across from the Lithia Dealership on Marsh Drive. The Board of Supervisors approved the agreement on December 6, 2016 and it should go before Concord City Counsel on January 10, 2017.*

6. 700 Sally Ride Drive Aircraft Hangar Vacancy (Review and Discuss)

*Revenue from the TDMC Hangar (700 Sally Ride Drive) represents about 5% of the annual Airport Enterprise Revenue total. Airport staff started an aggressive marketing campaign in mid-October 2016. As a result, three proposals were received. All three proposals were ranked, and then it was scheduled on the Board of Supervisors' December 13, 2016 meeting agenda to authorize staff to negotiate with the respondents in priority ranking order. The top ranked proposal was from The Conco Companies, the second was Pacific States Aviation, and the third ranked proposal was from Blackhawk Aviation and the Vietnam Helicopters. The goal is to get as close as possible to the current revenue level.*

7. Byron General Plan Amendment Update (Review and Discuss)

*Will Nelson, Department of Conservation and Development (DCD), stated that the contract was amended to include updating the Airport Land Use Compatibility Plan*

*(ALUCP). In the first quarter of 2017, we will have the new development scenario. The General Plan is being amended in order to be in total conformity with the Airport Master Plan. The ALUCP is under the jurisdiction of the Airport Land Use Commission (ALUC), and the General Plan and re-zoning are under jurisdiction of the Board of Supervisors. In the end, everything will need to be consistent with the Airport Master Plan.*

8. 3-Acre Non-Aviation Business Park Development at Buchanan Field (Review and Discuss)

*This is a three acre property located on the northwest corner of Marsh Drive and Sally Ride Drive. Montecito Commercial Group submitted their development plan application with DCD in November of 2016. Their goal is to start construction by the summer of 2017.*

9. 4.6-Acre Development Interest at Buchanan Field (Review and Discuss)

*Parcel C is a 4.6 acre property on the northwest corner of Marsh Drive and Solano Way. Two business parties are interested in developing the site. Their request for proposals, which includes a \$10,000 cashier's check, is due by January 11, 2017. John Montagh with the City of Concord (City) will be involved in the selection process as the City will be managing the entitlement process. The proposals will then be taken to the Board to move forward.*

10. Future Agenda Items

- *Byron General Plan for March 2017*
- *Review the draft for the Learning to Fly video*

11. The next meeting is tentatively scheduled for March 22, 2017.

12. 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

4.

**Meeting Date:** 03/08/2017

**Subject:** Receive update from the Aviation Advisory Committee Chair, Ronald Reagan (Presentation & Accept)

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

**Department:** Airports

**Referral No.:**

**Referral Name:**

**Presenter:** Ronald Reagan, Chair of 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:** 03/08/2017

**Subject:** Parcel C Sales Tax Apportionment Agreement Between County and City of Concord (Review & Discuss)

**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 4.6 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.

### **Referral Update:**

A draft agreement and supporting resolution were completed and reviewed by County and City staff. The agreement and resolution were reviewed and approved by the Contra Costa County Board of Supervisors on December 6, 2016 and by the City Council for the City of Concord on January 10, 2017. The agreement is in process of being executed by the County and the City.

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

Parcel C Sales Tax Apportionment Agreement Between County and City of Concord (Review & 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

6.

**Meeting Date:** 03/08/2017

**Subject:** 700 Sally Ride Drive Aircraft Hangar Vacancy at Buchanan Field (Review & Discuss)

**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, the current lessee (TDMC) gave their 12-month notice to terminate their lease. The ground rent received from this leasehold represents approximately 5% of the Airports Enterprise Fund's annual revenue.

In anticipation of the Premises reverting to the County, in October 2016 had a marketing advertisement created which was then broadly distributed (over 800 printed mail and emails) for the upcoming aircraft hangar availability. As a response to the aggressive marketing effort, Airports Division staff several letters of interest to lease the Premises.

In accordance with the approved selection process by the Board of Supervisors, on November 15, 2016, Airports staff sent notices for competitive interest to lease the Premises to businesses at both airports and to our interested party list. The solicitation provided a response deadline of 5:00 p.m. on Tuesday, December 6, 2016.

Competitive interest responses were required to include specified detailed information related to the proposed use of the Premises, the proposed business use or other business activities, desired lease term details and supplemental information, proposed building improvements, and a performance guarantee cashier's check in the amount of \$10,000. The performance guarantee would be returned to unsuccessful party(ies) at the completion of the selection process. For the successful candidate, the guarantee would be applied to cover the cost of the projects' lease development process and any remaining funds could be applied to the ground rent or refunded. The solicitation also advised recipients that the County may elect to negotiate with another candidate, in priority ranked order, if we are unable to consummate a lease with the top ranked candidate.

The County received 3 information response proposals by the deadline. a selection committee (comprised of County staff, an Aviation Advisory Committee member and a District IV staff) reviewed and ranked the proposals. The proposal ranking outcome was determined by the

following factors:

- Compatibility of proposed use(s) with governing policies
- Proposed financial and lease terms (to provide the highest positive impact to the Airport Enterprise Fund)
- Proposed enhancements to the Premises
- Track record and experience relative to proposed use of the Premises
- Proposed schedule and timing

Applying the above factors, the proposal submitted by The Conco Companies was top ranked by the selection committee. Pacific States Aviation was ranked second and Blackhawk Aviation/Vietnam Helicopters Museum was ranked third.

On December 13, 2016, the Board of Supervisors authorized the Director of Airports, or designee, to negotiate a long-term lease with the three respondents in priority ranking order for the 5.3-acre property located at 700 Sally Ride Drive at Buchanan Field Airport. Subsequent to this action, Airports staff met with top ranked proposer, Conco Companies, representatives to negotiate the lease terms.

**Referral Update:**

County staff have negotiated lease terms for, and prepared a draft lease with, the Conco Companies. It is anticipated that the lease will be scheduled on the Board of Supervisors in March 14, 2017 agenda for review and consideration.

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

700 Sally Ride Drive Aircraft Hangar Vacancy at Buchanan Field (Review & Discuss). This is a general discussion about the outcome for selecting a tenant to enter into a long-term lease with the County.

**Fiscal Impact (if any):**

The revenue derived from the ground rent of this property represents about 5% of the Airport Enterprise Fund annual revenue. The property has been vacant for over two months now which negatively impacts the Airport Enterprise Fund and the County general fund (due to loss of possessory tax revenue).

---

**Attachments**

*No file(s) attached.*

---



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

7.

**Meeting Date:** 03/08/2017  
**Subject:** Byron General Plan Amendment Update (Review & Discuss)  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **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 DCD staff in collaboration with Airports staff.

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 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 with the progress to date.

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.

On July 20, 2016, the Airport Committee reviewed the revised scope of work and directed staff to prepare a contract amendment for approval by the Board of Supervisors.

**Referral Update:**

The contract amendment was approved on October 18, 2016. Dudek and their subconsultants are currently working on the draft ALUCP update and revised project description.

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

Byron General Plan Amendment Update (Review and Discuss). The draft ALUCP update should be complete and ready for review in the first quarter of 2017. Staff recommends that the item be scheduled for discussion at the first Airport Committee meeting of 2017.

**Fiscal Impact (if any):**

As amended, the contract with Dudek is for \$223,801, to be paid out of the Mariposa Community Benefits Fund. This does not include County staff costs associated with the project.

---

**Attachments**

*No file(s) attached.*

---



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

8.

**Meeting Date:** 03/08/2017

**Subject:** 3 Acre, Non-Aviation Business Park Development at Buchanan Field (Review & Discuss)

**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.

In November 2016, the development team submitted a development plan application to the Department of Conservation and Development (DCD) for the proposed project. DCD would also perform the environmental review for the project. Airports staff will draft a lease for the 3-acre business park. The lease will be scheduled for the Board of Supervisors review and consideration when the environmental review process has been completed (the lease may be approved concurrently with the environmental component).

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.

**Referral Update:**

The project was reviewed by DCD and they found that it does not require a planning approval process. On January 11, 2017 the project sponsors submitted the paperwork necessary to initiate the environmental review process. The environmental process should take 4 to 6 months to complete.

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

3 Acre, Non-Aviation Business Park Development at Buchanan Field (Review & Discuss). This is a general discussion about 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

9.

**Meeting Date:** 03/08/2017

**Subject:** 4.6 Acre Development Interest at Buchanan Field (Review & Discuss)

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

**Department:** Airports

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

Beth Lee, (925) 681-4200

---

### **Referral History:**

The development site is approximately 4.6 acres of land owned by the County and located on the northwest corner of Marsh Drive and Solano Way on the north side of Buchanan Field Airport. The parcel is commonly referred to as “Parcel C” and is designated for non-aviation use on the Buchanan Field Master Plan.

On September 29, 2016, the Contra Costa County Public Works – Airports Division received a letter of interest from a private party to develop a commercial use on the approximate 4.6-acre parcel. In accordance with the approved selection process by the Board of Supervisors, the County notified existing commercial tenants at Buchanan Field and Byron to solicit other competitive interest in the property. The development solicitation letter and publication provided a response deadline of November 7, 2016, for all competitive interests in the approximate 4.6-acre parcel to be submitted to the County Airport Office. The County received one additional letter of interest to develop this property.

Consistent with the master developer selection process that was approved by the Board of Supervisors on May 23, 2006, the Airports staff sent both interested parties a Request for Information packet to complete and return by 4:00 p.m. on January 11, 2017 accompanied by a performance guarantee cashier’s check in the amount of \$10,000. A selection committee consisting of County staff and representatives from the Airport and surrounding neighborhood has been designated to assist Airports staff in the review, interview (if deemed necessary), and selection of the preferred Master Developer.

On December 6, 2016, the Board of Supervisors authorized Airports staff to negotiate a ground lease and development terms with the top ranked party. The draft lease will be brought back to the Board of Supervisors for review and consideration. The environmental review process will proceed on a parallel path and will be scheduled for Board of Supervisors review and consideration either before, or concurrently with, lease approval.

Development of this 4.6 acre vacant parcel for business park use would expand economic

Development of this 4.6-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.

**Referral Update:**

The request for information process was extended until February 6, 2017 to allow businesses on the airports to provide a competitive proposal for consideration as at least one business had not received the initial solicitation request. The County received one submittal request by the February 6, 2017, deadline.

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

4.6 Acre Development Interest at Buchanan Field (Review & Discuss). This is a general discussion about the selection process for a master developer of this site.

**Fiscal Impact (if any):**

None.

---

**Attachments**

*No file(s) attached.*

---



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

10.

**Meeting Date:** 03/08/2017

**Subject:** Buchanan Field Runway 14L/32R Rehabilitation Project (Review & Discuss)

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

**Department:** Airports

**Referral No.:**

**Referral Name:**

**Presenter:**

**Contact:**

Beth Lee, (925) 681-4200

---

### **Referral History:**

None.

### **Referral Update:**

None.

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

Buchanan Field Runway 14L/32R Rehabilitation Project (Review & Discuss). This is a general discussion of the anticipated near term airfield capital improvement project at Buchanan Field Airport. Runway 14L/32R is the primary crosswind runway; the pavement is more than 30 years old and has exceeded its useful life. Airports staff has submitted a federal grant application to complete the design and engineering to reconstruct and resurface the failing pavement. The project may also include installation of in-ground lighting if sufficient funding is available.

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

This project is eligible for FAA funding. A grant application requesting approximately \$238,000 has been submitted to complete the design and engineering plus construction bid package for this project.

---

### **Attachments**

*No file(s) attached.*

---



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

11.

**Meeting Date:** 03/08/2017  
**Subject:** Buchanan Field Airport Layout Plan Update (Review & Discuss)  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

---

#### **Referral History:**

None.

#### **Referral Update:**

None.

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

Buchanan Field Airport Layout Plan Update (Review & Discuss). This is a general discussion of a second near term Buchanan Field Airport project. The FAA requires airports to perform periodic updates of their Airport Layout Plan (ALP) to best ensure that there is sufficient property identified to address the projected aviation need. The last ALP update for Buchanan Field was completed in June 2008. Airports staff has submitted a federal grant application to perform the ALP update, with narrative study, and an Airport Geographic Information System (AGIS) survey. Attached is an application and supporting documents requesting approximately \$180,000 in FAA grant funding.

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

This project is eligible for FAA funding. A grant application requesting approximately \$180,00 was submitted for this project. Subsequently, the FAA has requested that the project scope be expanded to include an AGIS survey which will increase project costs by an estimated \$130,000. The Airports has FAA entitlement funds available that can and will be used to cover the additional project expenses.

---

#### **Attachments**

*No file(s) attached.*

---



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

12.

**Meeting Date:** 03/08/2017  
**Subject:** Airports Division FY 2017-18 Budget (Review & Discuss)  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

---

#### **Referral History:**

None.

#### **Referral Update:**

None.

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

Airports Division FY 2017-18 Budget (Review & Discuss). This is a general discussion of the final Fiscal Year 2017-18 budget for the Airports Division. Review of the final budget is performed annually by the Airport Committee.

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

None.

---

#### **Attachments**

*No file(s) attached.*

---



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

13.

**Meeting Date:** 03/08/2017  
**Subject:** AAC At Large Position (Review & Discuss)  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:** Beth Lee, (925) 681-4200

---

#### **Referral History:**

A general solicitation was undertaken to fill two at-large positions on the Aviation Advisory Committee. One of these positions was immediately available as it was recently changed from being designated for a Diablo Valley College representative. The other position would be available as of March 1, 2017 when the term of the existing position would end. The Clerk of the Board of Supervisors received four applications for these two positions and the candidates appeared before the Internal Operations (IO) subcommittee. The IO's recommendation was forwarded to the Board of Supervisors (Board) for consideration at their December 20, 2016 meeting. At that meeting, one of the Board members questioned having an at-large position filled by a person who has a place of business on one of the airports rather than having it filled by someone who represents the broader community. As a result, one person was appointed to fill the immediately available at-large position. The other at-large position was not filled. The Board referred the at-large member qualifications to the Airport Committee for further discussion.

#### **Referral Update:**

None.

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

AAC At Large Position (Review & Discuss). This is a general discussion of the qualifications for an applicant to represent the at-large designated positions on the AAC.

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

None.

---

#### **Attachments**

*No file(s) attached.*

---



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

14.

**Meeting Date:** 03/08/2017  
**Subject:** The Draft Learning to Fly Video (Presentation & Discussion)  
**Submitted For:** Keith Freitas, Airports Director  
**Department:** Airports  
**Referral No.:**  
**Referral Name:**  
**Presenter:** Beth Lee                      **Contact:** Beth Lee, (925) 681-4200

---

#### **Referral History:**

None.

#### **Referral Update:**

None.

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

The Draft *Learning to Fly* Video (Presentation & Discussion). The Airports Division Economic Development Facilitation Program (Program) was launched in 2013 with an initial focus on business/tenant retention. Developing a marketing video for the Airports was the first Program element to be launched and it was completed in 2015.

Airport staff subsequently worked with CCTV to produce another video in a planned, larger series designed to provide a broad based approach to accomplish many long-term goals such as continuing public education/awareness and tenant/business retention and activity. This is the second Airports related video and it is focused on learning to fly.

The draft video will be played for the Airport Committee for discussion and changes to be considered prior to its completion.

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

None.

---

#### **Attachments**

*No file(s) attached.*

---



# Contra Costa County Board of Supervisors

## Subcommittee Report

### AIRPORTS COMMITTEE

15.

**Meeting Date:** 03/08/2017  
**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:**

N/A

#### **Referral Update:**

N/A

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

Future Agenda Items

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

N/A

---

#### **Attachments**

*No file(s) attached.*

---