



AIRPORTS COMMITTEE

June 14, 2017

11:00 A.M.

550 Sally Ride Drive, Concord

Supervisor Karen Mitchoff, Chair
Supervisor Diane Burgis, 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 March 8, 2017 (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 Chair, Ronald Reagan (Presentation and Accept)
5. 2017 Airport Strategic Plan (Update and Discuss)
6. JetSuiteX One Year Anniversary (Review and Discuss)
7. 3-Acre Non-Aviation Business Park Development at Buchanan Field (Review and Discuss)
8. 4.6-Acre Development Proposal at Buchanan Field (Review and Discuss)
9. Upcoming Federal Aviation Administration (FAA) Grant Project for Runway 14L/32R Reconstruction (Review and Discuss)
10. Airport Protocols Regarding Aircraft Incidents and May 26th Aircraft Accident Near Buchanan Field (Review and Discuss)
11. The next meeting is tentatively scheduled for September 13, 2017 at 11:00 AM
12. Future Agenda Items
13. 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: 06/14/2017

Subject: Review and Approve Record of Meeting for March 8, 2017 (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 March 8, 2017 (Chair)

Fiscal Impact (if any):

Not Applicable

Attachments

Meeting Minutes for 3-8-17



Agenda

AIRPORTS COMMITTEE

March 8, 2017

11:00 A.M.

550 Sally Ride Drive, Concord

Supervisor Karen Mitchoff, Chair
Supervisor Diane Burgis, 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
Diane Burgis, 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 Assistant

1. Introductions
2. Review and Approve record of meeting for December 14, 2016 (Chair).

AYE: Chair Karen Mitchoff, Vice Chair Diane Burgis
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 Aviation Advisory Committee Chair, Ronald Reagan (Presentation & Accept).

Ronald Reagan, Chair of the Aviation Advisory Committee (AAC), reviewed the AAC discussion items from the past three months of December, January, and February:

- ***AAC At-Large Positions - Emily Barnett was recommended, approved, and appointed by the Board of Supervisors (Board). There was concern about the second appointment being an airport business and not meeting the intent of an At-Large representative. The Appointment was deferred and brought back to***

the AAC for discussion

- *Strategic Plan Update – Mead & Hunt consultants worked with stakeholders to develop goals and objectives for projects and activities at the Airports*
- *TDMC Hangar - The AAC has reviewed and discussed the three proposals submitted for the hangar located at 700 Sally Ride Drive. The proposal submitted by The Conco Companies (Conco) was the most qualified and the AAC voted to support the selection committee's recommendation to approve their proposal*
- *Noise Complaints – The AAC and Airport Staff are aware of the noise complaints created by aircraft in and around the airport. The AAC is currently refining their method of response to the complaints in a way that they believe will be beneficial to the public and the airport.*
- *The AAC Committee Officer elections will be coming up in April.*

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

Parcel C is a 4.6 acre property on the northwest corner of Marsh Drive and Solano Way. Approximately twenty percent (20%) of the parcel is within the Contra Costa County's (County) jurisdiction and the remaining is in the City of Concord's (City) jurisdiction. The parcel has never been developed due to the complexity of dealing with two jurisdictions for the entitlements. The County and City both approved an agreement regarding private development on, and apportionment of tax revenue, from the parcel. Currently, there are some interested parties that are looking into the development of the parcel. Airport Staff is in the process to start negotiations with the respondent or the top ranked party (if there is competitive interest) at the close of the extended solicitation process.

6. 700 Sally Ride Drive Aircraft Hangar Vacancy at Buchanan Field (Review & Discuss)

This hangar is located on 700 Sally Ride Drive, next to the Airport's Office. The previous tenant owned the hangar for ten years. There was a clause that allowed them to walk away from the lease and give the County back the facility with a year's payment of rent. The tenant exercised their out clause which became effective on December 31, 2016. After the solicitation process, there were a total of three proposals: 1) The Conco Companies (Conco), 2) Pacific States Aviation (PSA), and 3) Blackhawk Aviation/Vietnam Helicopters Museum (VHM). A selection committee evaluated and ranked all three proposals. The proposals were then taken to the Board with the selection committee's ranking. Currently Airport staff is in the process of negotiations with the top ranked entity, Conco.

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

Will Nelson, with the 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 & Discuss).

A solicitation was put out several months ago. Airport staff received one proposal and started lease negotiations with the interested party, after approval by the Board gave the authority to do so. The business park development is currently in the environmental review process. The environmental process is scheduled to be completed around August to September of 2017, hoping to receive final lease and environmental approval by the Board in fall 2017.

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

Previously known as Parcel C, this property is located on Marsh Drive and Solano Way, across from the Lithia dealership. This parcel is zoned to be an industrial business park. Airport staff has had a lot of development interest over the years, but the lack of having a City and County agreement (see item 5 above) prevented projects from moving forward. Airport staff is working on drafting the lease with the current interested party and they will initiate the entitlement process through the City of Concord's Planning Department. The outside approval process could take four to six months.

10. Buchanan Field Runway 14L/32R Rehabilitation Project (Review & Discuss).

Buchanan Field's secondary Runway 14L/32R overlay project is currently in the design analysis process. Airport staff hopes to receive Federal Aviation Administration (FAA) funding because the project can range from \$3.5 to \$11.0 million. Runway 19R had a rehabilitation project done about four years ago that used a Cold In-Place Recycling, where the asphalt is grinded up with oil mixed into it and laid back down as a long train, all in the one process. Supervisor Mitchoff questioned how long Runway 14L/32R would be shutdown for. The intent is to have some minor Runway closures at night, but to stay open the entire time. The rehabilitation project would take approximately thirty to sixty days of actual reconstruction.

11. Buchanan Field Airport Layout Plan Update (Review & Discuss).

One of the key components of the Master Plan is the Airport Layout Plan (ALP), which is one of the few elements that the FAA approves within the Master Plan. Byron's ALP was updated in 2016 and Airport staff is planning to update Buchanan Field's ALP. A FAA grant was submitted to get federal funding for the project. Airport staff will continue to provide updates on this project.

12. Airports Division FY 2017-18 Budget (Review & Discuss).

Airport staff has the current budget for fiscal year 2016/2017. The Airport operates like a business and, as an enterprise fund. The Airport must strive to be self-sufficient, as it is a FAA requirement. If the Airport cannot come up with those revenues, then the Airport would have to go back to the County's General Fund, which has many other needs. Revenues are above what was initially projected. Things like renting out the large hangar located on 700 Sally Ride Drive, as mentioned before, represents 5% of the Airport Enterprise Fund. Airport staff is close to finalizing negotiations for the large hangar. Finalized negotiations will go before the Board in late March 2017.

13. AAC At Large Position (Review & Discuss).

The AAC is made up of five people who are each nominated by the respected Supervisorial district, plus parties who represent an airport business, City of Concord, City of Pleasant Hill, two At-Large positions, and a seat for Diablo Valley College (DVC). For several years, the DVC seat had been vacant. Recently, the DVC seat was converted into a third At-Large position. When the third At-Large position was being filled, there was concern because the person recommended for appointment had a business at the Airport and didn't meet the intent of an At-Large representative. Supervisor Karen Mitchoff asked the AAC to review the issue.

14. The Draft Learning to Fly Video (Presentation & Discussion)

Airport Staff has been working on a draft video to try to market and educate the community regarding the process of learning to fly. The video is in the final drafting stage and was played for the Airport Committee. Airport Staff is requesting input for the draft before it goes out to the public. There were no desired changes from Supervisor Mitchoff and Supervisor Burgis. The video will be completed and made available to the public.

15. Future Agenda Items

None.

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

17. Adjourn

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Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

4.

Meeting Date: 06/14/2017

Subject: Aviation Advisory Committee Update

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 Chair, Ronald Reagan (Presentation and Accept)

Fiscal Impact (if any):

Not Applicable

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

5.

Meeting Date: 06/14/2017
Subject: 2017 Airport Strategic Plan (Update and Discuss)
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

In March 2016, the Airports Division started the process to update its strategic plan to create a pathway that best positions the airports for regional competitiveness. The strategic plan is the culmination of a comprehensive multi-year intensive process to identify and initiate new, proactive projects and programs for both business and tenant retention and attraction. The goal is to inspire creativity and “out of the box” approaches to make the Contra Costa County Airport system unique and entice people and businesses to come check out the airports. It was designed to be multi-tiered and include high stakeholder involvement to best ensure that it would address the business/tenant needs and be consistent with the Airport Master Plan. The intent was to create and implement an effective business retention/attraction program to strengthen and grow the Buchanan Field and Byron Airports to achieve the following:

- Best position the Airports Division to react and behave more like a business in order to successfully compete for marketplace in the region
- Improve the financial well-being of the airports system
- Create environment that cultivates staff to deliver better customer service, increase creativity and lower turn-over (all of benefit to our customers)
- Create environment that fosters tenant and business retention (trust, confidentiality, reliability and fairness are baseline roots)
- Let our tenant and business community know that we are appreciative that they call the Contra Costa County airport system home
- Attract business aircraft and aeronautical businesses
- Attract general aviation aircraft and pilots
- Regional marketing to increase awareness of the airports; benefits and what they have to offer
- Increase revenue generation
- Continue to diversify revenue base
- Increase community knowledge, in interest in, and support of both airports
- Small airport system that can become an industry model and leader
- Distinguish Buchanan Field and Byron as the preferred general aviation airports in the San

Francisco Bay Area for pilots and businesses

Referral Update:

Recommendation(s)/Next Step(s):

This is a general discussion of the strategic planning process status and implementation.

Fiscal Impact (if any):

None

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

6.

Meeting Date: 06/14/2017
Subject: JetSuiteX One Year Anniversary (Review and Discuss)
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

On March 1, 2016, The Board of Supervisors approved a month-to-month rental agreement between the County and JetSuiteX to permit their new scheduled charter service to operate at Buchanan Field. JetSuiteX had their inaugural flight in April 2016 from Buchanan Field to Burbank. Since that time JetSuiteX now offers two daily flights to Burbank and recently expanded to offer two direct weekend service options to Las Vegas.

Referral Update:

Recommendation(s)/Next Step(s):

This is a general discussion of the proposed business activity and status after their first year in business.

Fiscal Impact (if any):

The Airport Enterprise Fund receives an enplanement fee for each flight plus a fuel flowage fee. The total enplanement and fuel flowage fees (except for April fuel flowage as that is paid quarterly) for their first year in business was \$63,110.28. The County General Fund realizes sales tax and other revenues from their operations.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

7.

Meeting Date: 06/14/2017

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

This is a general discussion about the status of the proposed project.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

8.

Meeting Date: 06/14/2017

Subject: 4.6-Acre Development Proposal at Buchanan Field (Review and 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 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:

None.

Recommendation(s)/Next Step(s):

This is a general discussion about the status of the proposed project.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

9.

Meeting Date: 06/14/2017

Subject: Upcoming Federal Aviation Administration (FAA) Grant Project for Runway 14L/32R Reconstruction (Review and 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):

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 rehabilitate the pavement since it has reached its service life. 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

10.

Meeting Date: 06/14/2017

Subject: Airport Protocols Regarding Aircraft Incidents and May 26th Aircraft Accident Near Buchanan Field (Review and 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):

This is an update regarding the aircraft accident that occurred on Friday, May 26, 2017, at approximately 2:43 p.m., near Buchanan Field Airport.

Staff will provide a brief overview of the incident and the response by Airport staff, Confire, County EMS, Sheriff, County Hazmat, and Concord PD. The discussion will also outline the typical response and protocols followed during a significant aircraft accident at Buchanan Field or Byron Airports.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

12.

Meeting Date: 06/14/2017
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:

Not Applicable

Referral Update:

Not Applicable

Recommendation(s)/Next Step(s):

Not Applicable

Fiscal Impact (if any):

Not Applicable

Attachments

No file(s) attached.
