



AIRPORTS COMMITTEE

Wednesday, September 13, 2017

11:00 A.M.

Director of Airports Office
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 June 14, 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. Interview candidates for the At-Large seat on the Aviation Advisory Committee to complete a term ending February 29, 2020 (Interview and Determine)
5. Receive update from the Aviation Advisory Committee Chair, Ronald Reagan (Presentation and Accept)
6. Economic Development Program priorities and process update (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. The next meeting is currently scheduled for December 13, 2017 at 11:00 AM
10. Future Agenda Items

The Airports Committee will provide reasonable accommodations for persons with disabilities planning to attend Airports Committee meetings. Contact the staff person listed below at least 96 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Airports Committee less than 96 hours prior to that meeting are available for public inspection at 550 Sally Ride Drive, Concord, during normal business hours.

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

For Additional Information Contact:

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



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

2.

Meeting Date: 09/13/2017

Subject: Review and Approve record of meeting for June 14, 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 June 14, 2017 (Chair)

Fiscal Impact (if any):

Not applicable

Attachments

Airport Committee Meeting Minutes 6-14-17



Agenda

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

Present: Diane Burgis, Vice Chair
Absent: Karen Mitchoff, Chair
Staff Present: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports

1. Introductions
2. Review and Approve Record of Meeting for March 8, 2017 (Chair)

March 8, 2017 minutes were approved. Yes: Vice Chair Supervisor Diane Burgis, No: none; absent: Chair Supervisor Karen Mitchoff.

AYE: Vice Chair Diane Burgis
Other: Chair Karen Mitchoff (ABSENT)
Passed

3. Receive Update From the Aviation Advisory Committee Chair, Ronald Reagan (Presentation and Accept)

Ronald Reagan, Chair of the Aviation Advisory Committee (AAC), discussed the following items: Airport Capital Improvement Plan (ACIP), Tenant Appreciation BBQ, potential purchase of a used Aircraft Rescue and Firefighting vehicle (ARFF), AAC Elections (Ron Reagan = Chair, Mike Bruno = Vice Chair, and Maurice Gunderson = Secretary), 3 acre parcel update, 4.6 acre parcel update, Byron General Plan amendment, Buchanan Field Airport Layout Plan update, strategic planning project, working group for rates and charges, Sustainable farm project update, taxiway and runway projects, Regional Measure 3 initiative, Rashid Yahya receiving the 2016 Federal Aviation Administration's (FAA) Flight Instructor of the Year award, and the Tenant Appreciation award. Tom Weber gave a few examples of proactive noise abatement efforts. Ron Reagan thanked Airport

staff for all their efforts.

Ron Reagan requested the Supervisors consider writing a letter in support of the Regional Measure 3 effort; the item could be sent to TWIC (Board Subcommittee) for discussion and action.

4. 2017 Airport Strategic Plan (Update and Discuss)

The Airports Division finalized its strategic planning process. The next step is to convene a stakeholder working group to review and help prioritize various identified projects/programs. The focus is on capital projects and business/tenant development for both airports over the next ten years. Supervisor Burgis asked us to let her office know how they can be supportive.

5. JetSuiteX One Year Anniversary (Review and Discuss)

April 2017 marks JetSuite's one year anniversary. Passenger loads are around 75% to Burbank. Recent flight expansion to Las Vegas is near 90% full.

6. 3-Acre Non-Aviation Business Park Development at Buchanan Field (Review and Discuss)

This piece of property is currently going through the environmental process. A draft lease was sent to the development team. The lease and environmental review is estimated to be scheduled before the Board of Supervisors (Board) in fall 2017. The business park development is anticipated to start by spring 2018.

7. 4.6-Acre Development Proposal at Buchanan Field (Review and Discuss)

The project team is anticipating starting the entitlement process soon with the City of Concord. They are talking to potential tenants but have not identified specific tenants as of yet.

8. Upcoming Federal Aviation Administration (FAA) Grant Project for Runway 14L/32R Reconstruction (Review and Discuss)

Airport staff are currently in the process of designing reconstruction of the primary crosswind runway at Buchanan Field. There are four design options available ranging in cost from \$3.6 million to \$11 million. The differences between all four alternatives are the reconstruction approach, cost, timing, and ultimately what the FAA will approve.

9. Airport Protocols Regarding Aircraft Incidents and May 26th Aircraft Accident Near Buchanan Field (Review and Discuss)

Pictures of the incident were shown and discussed. Details of the events were described; the aircraft was coming in to land but had engine trouble and had to land on the street. The pilot did what pilots are trained to do – look for open space to land. The Airport Committee developed an information dissemination process as follows:

- *Personal call to Supervisor offices and state where the incident occurred*
- *Compile more detail and distribute to all Supervisors through the County's public information alert process which is coordinated by the County's Public Information Officer*

The goal is to provide advance notice in the event of a media inquiry.

10. The next meeting is tentatively scheduled for September 13, 2017 at 11:00 AM

11. Future Agenda Items

None

12. Adjourn

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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: 09/13/2017

Subject: Interview candidates for the At-Large seat on the Aviation Advisory Committee to complete a term ending February 29, 2020 (Interview and Determine)

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 an open At-Large position (referred to as Seat 2) on the Aviation Advisory Committee. The Seat 2 position term started on March 1, 2017 and would end on February 28, 2020. The Clerk of the Board of Supervisors received seven applications for the open Seat 2 position.

Referral Update:

The Internal Operations (IO) subcommittee generally interviews and makes an appointment recommendation to the Board of Supervisors for the AAC At-Large positions. At the IO's July 10, 2017, meeting they recommended that the AAC At-Large position interview and selection process be referred to the Airport Committee as they have direct oversight and involvement in Airport related matters. On August 1, 2017, the Board of Supervisors approved referring the Aviation Advisory Committee At-Large position recruitment and selection process to the Airport Committee.

Recommendation(s)/Next Step(s):

Interview candidates for the At-Large seat on the Aviation Advisory Committee to complete a term ending February 29, 2020 (Interview and Determine). Interview the following candidates for At-Large Seat 2 on the Aviation Advisory Committee and forward a selection recommendation to the Board of Supervisors for consideration. Candidates to be interviewed are :

DeWitt Hodge, Pittsburg

Cody Moore, Concord

Peter Friedman, Pleasant Hill

Eric Meinbress, Lafayette

Robert Trevelyn, Pleasant Hill

Debra Landesman, Concord

Geoffrey Logan, Walnut Creek

Fiscal Impact (if any):

None.

Attachments

Hodge, DeWitt 8-9-17

Moore, Cody 7-24-17

Friedman, Peter 7-21-17

Meinbress, Eric 8-10-17

Trevelyan, Robert 7-24-17

Landesman, Debra 8-10-17

Logan, Geoffrey 8-9-17

From March 2014 to March 2017 I served on the Aviation Advisory Committee (AAC) as an At-Large member, including two terms as its Secretary. I found the service to our community and the airport staff rewarding. I very much look forward to another opportunity to serve.



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106

Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)



BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Aviation Advisory Committee

At-Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Hodge DeWitt
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted]
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved: Masters Degree in Business Administration

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Golden Gate University	Business Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MBA	12/1985
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
Private Pilot Certificate	Pilot training		Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)</p> <p>From To</p> <p>3/2014 3/2017</p> <p>Total: Yrs. Mos.</p> <p>3 </p> <p>Hrs. per week . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>At-Large Member</p> <p>Employer's Name and Address</p> <p>Aviation Advisory Committee Contra Costa County Airports 550 Sally Ride Drive Concord, CA. 94520</p>	<p>Duties Performed</p> <p>Aviation Advisory Committee At-Large Member providing advice and input to airport administration management and staff, as well as assisting in Aviation Advisory Committee functions</p>
<p>B) Dates (Month, Day, Year)</p> <p>From To</p> <p>12/2015 Present</p> <p>Total: Yrs. Mos.</p> <p>1 year 7 months</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Owner</p> <p>Employer's Name and Address</p> <p>Hodge Flight Services, LLC 500 Sally Ride Drive, Suite 518 Concord, CA. 94520</p>	<p>Duties Performed</p> <p>Own, manage and operate an aviation services business including:</p> <ul style="list-style-type: none"> - Aircraft rental - Aviation business consulting - Pilot training support
<p>C) Dates (Month, Day, Year)</p> <p>From To</p> <p>7/1989 12/2015</p> <p>Total: Yrs. Mos.</p> <p>27 years </p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Information Technology Professional</p> <p>Employer's Name and Address</p> <p>Kaiser Permanente 1 Kaiser Plaza Oakland, CA.</p>	<p>Duties Performed</p> <p>Information technology systems and networks program management</p>
<p>D) Dates (Month, Day, Year)</p> <p>From To</p> <p> </p> <p>Total: Yrs. Mos.</p> <p> </p> <p>Hrs. per week . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p> </p> <p>Employer's Name and Address</p> <p> </p>	<p>Duties Performed</p> <p> </p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other

AAC

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☐ Yes ☒

If Yes, please identify the nature of the relationship:

Airport business operating agreement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. Intentional misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Commission or Committee of Santa Clara County.

Sign Name:

Date:

8/9/2017

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

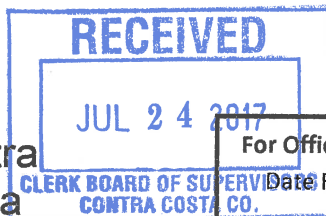
IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
 1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra
Costa
County



For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

Print Form

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
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PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Aviation Advisory Committee

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Moore Cody Alexander
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted]
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Bachelors of Science

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Embry Riddle Aeronautic University	Professional Aeronautics	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60		BS	2015
B) Diablo Valley College	CSU Studies	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60		AA	2010
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
Commercial Pilot Training	Flight lessons to become a pilot	250+	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

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<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>05/2015</div> <div>Present</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>2</div> <div>3</div> Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Line Service Supervisor</div> Employer's Name and Address Concord Jet Service 500 Sally Ride Drive Concord CA 9450</p>	<p>Duties Performed Aircraft handling and fueling, training new employees, fuel quality control, OSHA compliance, equipment maintenance, customer service</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>02/2013</div> <div>01/2015</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>1</div> <div>11</div> Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Groundskeeper</div> Employer's Name and Address Berean Christian Highschool 245 El Divisadero Ave Walnut Creek, CA</p>	<p>Duties Performed General building maintenance and upkeep</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>10/2006</div> <div>02/2013</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>6</div> <div>4</div> Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Line Service Technician</div> Employer's Name and Address Pacific States Aviation 51 John Glenn Drive Concord CA 94520</p>	<p>Duties Performed Aircraft handling, fueling, Osha compliance, customer service, fuel quality control, etc.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div></div> <div></div> Total: <u>Yrs.</u> <u>Mos.</u> <div></div> <div></div> Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title <div></div> Employer's Name and Address <div></div></p>	<p>Duties Performed <div></div></p>

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If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☒ Yes ☐

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I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name



Date:

July 18, 2017

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2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Cody A Moore

EXPERIENCE

Concord Jet Center, 500 Sally Ride Drive, Concord CA 94520 — Line Service Supervisor

April 2015 - PRESENT

Ensure aircraft are properly serviced. Oversee safe fueling operations and moving of aircraft in and out of hangars. Represent the company to new customers and clients. Ensure OSHA requirements are met and fuel safety standards complied with. Fix and repair facilities and ground service equipment as necessary. Fly as copilot on Pilatus PC12 for charter and passenger flights. Experience with flying internationally as copilot and navigator.

Recent expansion of duties as of April 2017 include inventory control, stock ordering, payment processing, bookkeeping, working with excel spreadsheets. Ensuring customer payments are processed in a swift and timely fashion and preparing reports for the general manager. Scheduling employee drug tests, ensuring their paperwork is submitted to Human Resources in a timely manner, and that their papers are handled securely.

Manager- Warren Large 925-768-0394

Berean Christian High School, 245 El Divisadero, Walnut Creek CA 94598 — Evening Custodial Supervisor

February 2013 - January 2015

Maintain a safe and clean campus. Help school administration organize and prepare for special events. Ensure students staying after hours are safe. Ensure buildings are all clean and secured. Perform building upgrades such as light construction, install flooring, electrical repairs. etc.

Manager- Keith Alexander 925-765-2851

SKILLS

Commercial Pilot single engine land. 300+ hours total time and turbine experience.

Ground instructor- Advanced and instrument.

Radio operator license.

Skilled in vehicle, facilities, and ground service equipment repair.

Basic computer skills and microsoft office skills.

Experienced manager and supervisor

AWARDS

Graduate with Honors, 2015 Embry Riddle Aeronautical University

Dean's List, Embry Riddle Aeronautical University.

2007 Sheetmetal Worker's Union Local 104 Scholarship award. Scholarship awarded for excellence in school and essay writing.

LANGUAGES

English- Fluent reading and writing.

Pacific States Aviation, 51 John Glenn Drive, Concord CA 94520 — Line Service Supervisor

October 2006 - February 2013

Ensure safe fueling and moving of aircraft. Assist mechanics in performing of aircraft maintenance. Perform fuel truck maintenance as necessary. Assist management in the training of new employees. Assist aircrews in the safe loading and unloading of aircraft

Manager- Kevin Tucker 925-685-4400

EDUCATION

Embry Riddle Aeronautical University, 7700 Edgewater Drive, Oakland CA 94621 — Bachelor of Science in Aeronautics cum Laude

August 2010 - August 2015

Emphasis in areas of aeronautical safety and aviation business management. Also took classes on accident investigation and safety inspections. Research into requirements to expand services at airports and the impact on the local communities.

Diablo Valley College, 321 Golf Club Drive, Pleasant Hill CA 94521 — Associate Degree

August 2007 - May 2010

General education classes to prepare for transfer to Embry Riddle. Took accounting, economics, math and science classes.

American Christian Academy, 2276 Balls Ferry Road, Anderson CA 96007 — High School Diploma

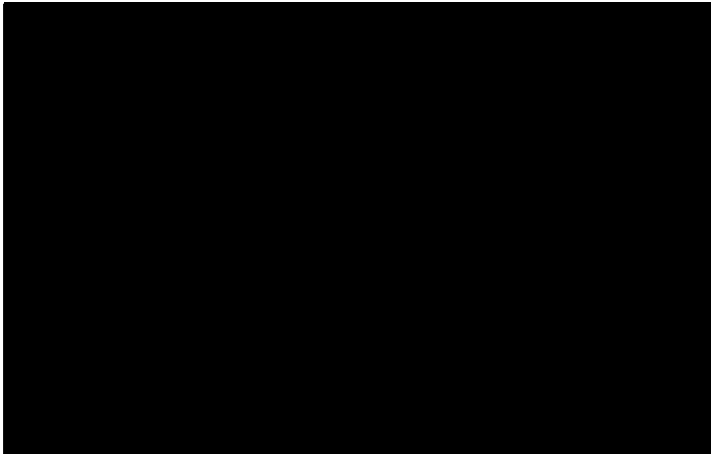
August 2004 - May 2007

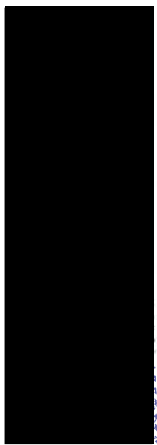
Homeschooled through American Christian Academy. Earned high school diploma

PROJECTS

Capstone Research Project, Summer 2015 Embry Riddle — *Researching the Risk and Rewards of expanding facilities for Concord Jet Center*

Investigate whether it made financial sense to expand Concord Jet Center by purchasing a second facility, Sterling Aviation, Located across the airport. Examine legal requirements such as tax law, EPA requirements for fuel storage and decontamination, construction permit costs and building upgrade costs. Research into how to evaluate environmental impact for the neighborhoods around Buchanan Field Airport. Analyzing county supplied fuel flow charts and predictions to determine if expanding fuel services would make economic sense as well as proposed alternative fuels entering the aviation industry. Grade received - B.





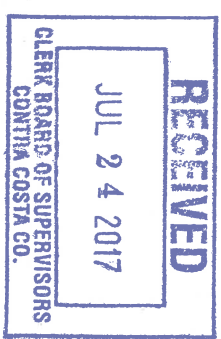
OAKLAND CA 945

20 JUN 2017 PM 7 L



USA FOREVER 2016 2

*Contra Costa County
Clerk of the Board
651 Pine Street,
Room 106
Martinez CA 94553-1292*



94553-129292





Contra
Costa
County



For Office Use Only
Date Received:

Print Form

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Airport Advisory Committee

Member at Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Friedman, Peter Michael
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted]
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** [Redacted]
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved: Masters in Aviation Safety Management

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Santa Monica City College	Liberal Arts	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				
B) Pacific Western University	Aviation Safety Mgmt	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Bachelor	1979
C) Pacific Western University	Aviation Safety Mgmt	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Masters	1981
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
ASQ Certified Quality Auditor	Quality Auditing		Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>2/1/17</div> <div>present</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>40</div> <div></div> <p>Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Director of Maintenance</div> <p>Employer's Name and Address <div>Pacific States Aviation 51 John Glenn Dr. Concord, CA 94520</div> </p> </p>	<p>Duties Performed <div>Supervise and direct all FAA certificated maintenance activities for FAA Repair Station CPFR948C.</div> </p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>10/1/2003</div> <div>2/1/17</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>40</div> <div></div> <p>Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Owner-Chief Inspector</div> <p>Employer's Name and Address <div>Friedman Aviation Enterprises 145 John Glenn Dr. Concord, CA 94520</div> </p> </p>	<p>Duties Performed <div>Owner-Chief Inspector of Repair station FQVR855X dedicated to a US Navy, Air Force, and Marine Corps C9 aircraft contract.</div> </p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>3/1/2000</div> <div>9/30/2003</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>40</div> <div></div> <p>Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Chief Inspector-Director of Quality</div> <p>Employer's Name and Address <div>Kaiserair, Inc. Earhart Rd. Oakland, CA</div> </p> </p>	<p>Duties Performed <div>Supervise and direct all FAA Repair Station activities to maintain Air Carrier aircraft such as Gulfstreams, Hawkers, and Citations, and a US Navy, Air Force, and Marine Corps C9 aircraft contract.</div> </p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>3/1/94</div> <div>1/1/2000</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>40</div> <div></div> <p>Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Chief Inspector-Director of Quality</div> <p>Employer's Name and Address <div>Airweld, Inc. Earhart Rd. Oakland, CA</div> </p> </p>	<p>Duties Performed <div>Supervise and direct all FAA Repair station activities related to a US Navy, Air Force, and Marine Corps C9 aircraft contract.</div> </p>

PETER M. FRIEDMAN

FAA Charles Taylor 50-Year "Master Mechanic" Award - 2016

SUMMARY OF QUALIFICATIONS

- 35+ years Quality Management under PMA and TSO.
- 35+ years Chief Inspector under FAR 145.
- 6+ years Chief Inspector/Maintenance Manager under FAR 135
- 8+ years FAA Designated Airworthiness Representative (DAR)
- 5+ years FAA Designated Manufacturing Inspection Representative (DMIR)

CERTIFICATES AND LICENSES

FAA Inspection Authorization Seminar Instructor	(1990-current)
FAA Designated Manufacturing Inspection Representative	(1995-2000)
FAA Designated Airworthiness Representative	(1988-1996)
FAA Inspection Authorization	(1982-current)
FAA Airframe & Powerplant Technician	(1978-current)
FAA Commercial Pilot-ASME	(1977-current)
FAA Certified Flight Instructor-Instrument	(1977-current)
FAA Ground Instructor-Advanced & Instrument	(1977-current)
ASQC Certified Quality Auditor	(1993-current)
ASQC Certified Quality Technician	(1992-current)
ASQC Certified Mechanical Inspector	(1993-current)

PROFESSIONAL EXPERIENCE

- ☐ 35+ years developing and implementing FAA approved manuals and procedures under FAR 135, 145, PMA/TSO, ISO 9000, AS9000, MIL-1-45208A and MIL-Q-9858.
- ☐ 35+ years managing quality programs under FAR 135, 145, PMA/TSO, ISO 9000, AS9000, MIL-1-45208A and MIL-Q-9858.
- ☐ Develop and implement JAR 145 quality procedure manuals.
- ☐ Design and patent inspection and test equipment.
- ☐ Develop and obtain FAA approval on major repair/alteration data.
- ☐ Conduct FAA-approved Inspection Authorization renewal seminars
- ☐ Design and implement FAA-approved supplier evaluation programs.
- ☐ Conduct seminars and inventory audits on bogus and unapproved aircraft parts.
- ☐ Present seminars for FAA, ASQC and industry groups on Aircraft Maintenance and Quality issues.
- ☐ Provide expert witness research and testimony in aviation litigation and defense.
- ☐ Contributing Editor to aviation magazine and industry trade journals.

EDUCATION

- Bachelors Degree - Aviation Safety Management (1979)
- Masters Degree - Aviation Safety Management (1981)

EMPLOYMENT HISTORY

2017-	Director of Maintenance	Pacific States Aviation, Inc. (FAR 145)
2003-	Owner-Chief Inspector	Friedman Aviation Enterprises (FAR 145)
2000-2003	Dir. of Quality-Chief Inspector	KaiserAir, Inc. (FAR 135/145)
1994-2000	VP of Corp. Quality	Airweld, Inc. (FAR 145)
1992-1994	Director of Quality	Aircraft Metal Products Corp. (FAR 145)
1990-1992	VP of Corp. Quality	Ameriflight, Inc. (FAR 135/145)
1986-1989	Quality Manager	Military Standards Corporation
1975-1986	President-Chief Inspector	Aircraft Metal Products Corp. (FAR 145)
1972-1975	Quality Manager	Pressure Research Engineering

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☒ District Supervisor ☐ Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee or Commission in Contra Costa County.

Sign Name: _____

Date: _____

JUL 19 2017

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
 1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Buchanan Field Airport - KCCR
51 John Glenn Dr., Concord, CA 94520

PETER M. FRIEDMAN

Director of Maintenance

FAA A&P-1A, CFII, AGHGI ASQ CDA, CQT, CMI

FAA Charles Taylor Master Mechanic Award - 2016

Cell (925) 818-6642 Office (925) 685-4400 X110 peter@psa.aero

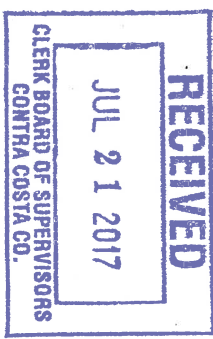


Buchanan Field Airport
51 John Glenn Dr.
Concord, CA 94520

OAKLAND
CA 945
19 JUL '17
PM 7:1



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MAILED FROM ZIP CODE 94520



*CONTRA COSTA COUNTY
CLERK OF THE BOARD
651 PINE ST. Room 106
MARTINEZ, CA 94553-1292*

94553-129292





Contra
Costa
County

RECEIVED

AUG 10 2017

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Aviation Advisory Council

At-Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Meinbress Eric Robert
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted]
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Master's degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) St. Mary's College	Educational Ldrship	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	MA	05/1998
B) St. Mary's College	Teaching Credential	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Crdntl	05/1994
C) St. Mary's College	Liberal Studies	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	BA	05/1993
D) Other schools / training completed:	Course Studied <input type="text"/>	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> 11/2010 Present</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 6 9</p> <p>Hrs. per week <u>15</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Captain</p> <hr/> <p>Employer's Name and Address Civil Air Patrol, 105 S. Hansell St., Bldg 714, Maxwell AFB, AL 36112</p>	<p>Duties Performed Logistics officer, aircraft manager, Aerospace Education officer, transportation officer, Cadet Programs officer</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div></p> <p>Hrs. per week <u>20</u> . Volunteer <input type="checkbox"/></p>	<p>Title Property owner/manager</p> <hr/> <p>Employer's Name and Address Robert Meinbress, 740 Glenside Dr., Lafayette, CA 94549</p>	<p>Duties Performed Manage rental property</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> 08/1994 Present</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 23 0</p> <p>Hrs. per week <u>45</u> . Volunteer <input type="checkbox"/></p>	<p>Title Classroom teacher, substitute</p> <hr/> <p>Employer's Name and Address Lafayette School District, 3477 School St., Lafayette, CA 94549</p>	<p>Duties Performed 4th grade teacher, substitute teacher</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div></p> <p>Hrs. per week <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> . Volunteer <input type="checkbox"/></p>	<p>Title <div style="border: 1px solid black; width: 280px; height: 30px; display: inline-block;"></div></p> <hr/> <p>Employer's Name and Address <div style="border: 1px solid black; width: 280px; height: 100px; display: inline-block;"></div></p>	<p>Duties Performed <div style="border: 1px solid black; width: 280px; height: 150px; display: inline-block;"></div></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☒ Yes ☐

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Sign Name: 

Date: 08 Aug 2017

Important Information

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 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

ERIC ROBERT MEINBRESS



OBJECTIVE

- Contra Costa County Aviation Advisory Committee, At-Large position

EMPLOYMENT HISTORY

- Property Owner/Manager, Meinbress Property Rental, Lafayette – 2004 to present
- 4th Grade Teacher/substitute teacher, Burton Valley Elementary School, Lafayette – 1994 to present
- Club Manager, Las Trampas Pool, Lafayette – 1997 to 2003
- Summer School Principal, Lafayette School District, Lafayette - Summer 2001
- Lifeguard – Rancho Colorados and Las Trampas Pool, Lafayette - 1986 to present

EDUCATION

- Master of Arts, Educational Leadership, St. Mary's College, Moraga – 1998
- Preliminary Administrative Services Credential, St. Mary's College, Moraga – 1998
- Professional Clear Multiple Subject Teaching Credential, St. Mary's College, Moraga – 1994
- Bachelor of Arts, Liberal Studies, St. Mary's College, Moraga – 1993

ADDITIONAL EDUCATION

- Foster parent - 2004
- CPR for the Professional Rescuer - 2003
- Lifeguard Training and Community First Aid and Safety – 2000
- Emergency Medical Technician/Pre-paramedic classes, Los Medonos College, Pittsburg – 1996
- Commercial Pilot, Airplane Single and Multi-engine Land; Instrument Rating - 1992
- PADI – Open Water Diver – 1991

RELEVANT EXPERIENCE

- Active pilot
- Aircraft owner – aircraft hangared at Buchanan Field
- Civil Air Patrol Logistics officer, Airport liaison
- Active community volunteer – Clerk of the Course, Lafayette Swim Conference – 32 yrs

HEALTH

- FAA Second Class Medical

RECREATION

- Hiking, photography, flying, SCUBA diving, and swimming



Contra
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County



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Date Received:

For Reviewers Use Only:

Accepted

Rejected

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(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Aviation Advisory Committee

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Trevelyan, Robert James

(Last Name)

(First Name)

(Middle Name)

2. **Address:**

(No.)

(Street)

(Apt.)

(City)

(State)

(Zip Code)

3. **Phones:**

(Home No.)

(Work No.)

(Cell No.)

4. **Email Address:**

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Wilfred Laurier University	Business Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>05 01 2010</div> <div>07 20 2017</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>6</div> <div>9</div> <p>Hrs. per week <div>60</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>President</div> <p>Employer's Name and Address <div>Sextant Readings Solutions 3020 Kerner Blvd, Suite E San Rafael Ca 94901</div> </p> </p>	<p>Duties Performed <div>Executive in charge for aviation consulting focus on safety, risk, quality and compliance management airports, airlines, business aviation, maintenance (MRO), Police aviation, fuel operations,</div> </p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>01 01 1998</div> <div>04 30 2010</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>4</div> <div>3</div> <p>Hrs. per week <div>50</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Managing Director</div> <p>Employer's Name and Address <div>Trevelyan Group LLC 3020 Kerner Blvd, Suite E San Rafael, CA 94901</div> </p> </p>	<p>Duties Performed <div>Aviation industry consulting, maintenance & engineering, airport operations, scheduling, route development, revenue management, revenue optimization, pricing, reservations, operations control operations management</div> </p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>08 01 1989</div> <div>12 01 1997</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>8</div> <div>4</div> <p>Hrs. per week <div>60</div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Manager, Aviation Industry Consulting</div> <p>Employer's Name and Address <div>Teradata 100 N Sepulveda Blvd Suite 600 El Segundo, CA 90245</div> </p> </p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div></div> <div></div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div></div> <div></div> <p>Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div></div> <p>Employer's Name and Address <div></div> </p> </p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other community news

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name



Date:

July 20 / 2017

Important Information

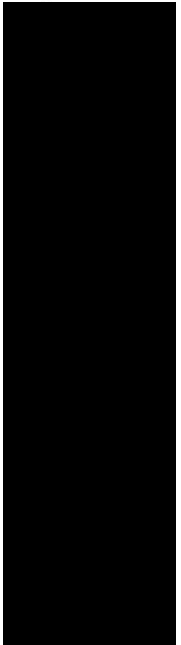
1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
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8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
 1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



OAKLAND
CA 945
20 JUL '17
PM 6 L



RECEIVED
JUL 24 2017
CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

CONTRA COSTA COUNTY
CLERK OF THE BOARD
651 PINE STREET Rm 105
MARTINEZ CA 94553-1292

94553-1292





Contra
Costa
County



For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Aviation Advisory Committee

Member At Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Landeman Debra Landeman
(Last Name) (First Name) (Middle Name)

2. **Address:** [REDACTED] [REDACTED] [REDACTED]
(No.) (Street) (Apt.) (State) (Zip Code)

3. **Phones:** [REDACTED]
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** [REDACTED]

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved 12th Grade

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: Mt. Diablo Adult Education	Course Studied Bookkeeping	Hours Completed 2000	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>6/15 Current</p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>2 2</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Bookkeeper</p> <hr/> <p>Employer's Name and Address</p> <p>Self</p>	<p>Duties Performed</p> <p>Bookkeeping services to local businesses.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>06/14 06/15</p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>1</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Program Coordinator</p> <hr/> <p>Employer's Name and Address</p> <p>City of Walnut Creek 1325 Civic Drive Walnut Creek, CA 94596</p>	<p>Duties Performed</p> <p>Program Coordinator: Senior Services/Developmentally Disabled</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>11/87 02/14</p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>27 3</p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Office Manager</p> <hr/> <p>Employer's Name and Address</p> <p>AHM Security, Inc. 1851 Sutter Street Concord, CA 94520</p>	<p>Duties Performed</p> <p>Office Manager of an 24 hour security business.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>01/99 06/14</p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>16 6</p> <p>Hrs. per week <u>10</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Recreation Leader</p> <hr/> <p>Employer's Name and Address</p> <p>City of Walnut Creek 1325 Civic Drive Walnut Creek, CA 94596</p>	<p>Duties Performed</p> <p>Working with the Developmentally Disabled program.</p>

7. How did you learn about this vacancy?

☒ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☐ Other _____

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship: _____

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Sign Na

Date:

8/9/17

Important Information

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4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra
Costa
County

RECEIVED

AUG 09 2017

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

For Office Use Only

Date Received:

Print Form

For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106

Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

Business Aviation
(925)933-1900

www.bizavms.com

Fly safely!
Insurance Services, Inc.

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Aviation Advisory Committee

At large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Logan Geoffrey Bruce
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted]
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved Undergrad

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Univ of Cal -Santa Barbara	Pol Sci	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	1983
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>2002</div> <div>2017</div> Total: <u>Yrs.</u> <u>Mos.</u> <div> </div> <div> </div> Hrs. per week <div> </div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Insurance Broker</div> Employer's Name and Address <div>Business Aviation Insurance Services</div></p>	<p>Duties Performed <div>Owner-provide aviation insurance services</div></p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>1997</div> <div>2002</div> Total: <u>Yrs.</u> <u>Mos.</u> <div> </div> <div> </div> Hrs. per week <div> </div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Insurance broker</div> Employer's Name and Address <div>AJ Gallagher</div></p>	<p>Duties Performed <div>Aviation insurance broker</div></p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>1986</div> <div>1997</div> Total: <u>Yrs.</u> <u>Mos.</u> <div> </div> <div> </div> Hrs. per week <div> </div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Underwriter</div> Employer's Name and Address <div>United States Aircraft Insurance Group</div></p>	<p>Duties Performed <div>Aviation underwriter</div></p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div> </div> <div> </div> Total: <u>Yrs.</u> <u>Mos.</u> <div> </div> <div> </div> Hrs. per week <div> </div> . Volunteer <input type="checkbox"/></p>	<p>Title <div> </div> Employer's Name and Address <div> </div></p>	<p>Duties Performed <div> </div></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and that all information in this application is publically accessible. I understand that any false statement of material fact may cause forfeiture of my rights to serve on a Board.

Sign Name

Date:

05-01-17

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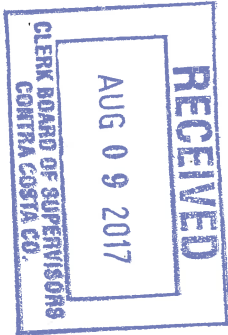
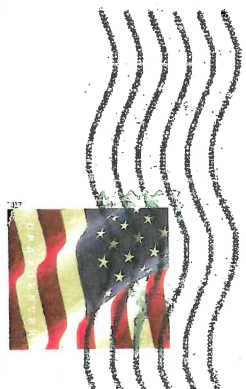
Business Aviation
Insurance Services, Inc.

1233 Alpine Rd., Suite 215 Walnut Creek, CA 94596



OAKLAND CA 945

07 AUG 2017 PM 4 L



OFFICE OF THE
CLERK OF THE BOARD
651 PINE ST. Rm 106
MARTINEZ, CA 94553

94553-12333





Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

5.

Meeting Date: 09/13/2017

Subject: Receive update from the Aviation Advisory Committee Chair, Ronald Reagan (Presentation and 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 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

6.

Meeting Date: 09/13/2017

Subject: Economic Development Program priorities and process update (Review and Discuss)

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

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

One top priority item was to examine the aviation use rents to determine if the airports were regionally competitive. Airports staff conducted a market rate rent comparison and found that, in general, aviation rents at our airports were at the high end for the regional market, which could negatively affect the Airports' ability to attract new and retain existing tenants. As such, on February 9, 2016, the Board of Supervisors approved a three-year CPI waiver starting April 1, 2016, and ending March 31, 2019, for aviation use tenants in order to make the aviation use rental rates more comparable to other regional general aviation airports.

In August 2017, the Airports Division completed updating its strategic plan to best position the airports for regional competitiveness. The strategic plan has a multi-tiered approach that included high stakeholder involvement to best ensure that it would address the business/tenant needs. The intent was to create, and then 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

The next crucial component in the County's economic retention and development program is to implement the top priority projects and activities that were identified by the comprehensive multi-year process. The top projects and activities are to develop a new rates and charge schedule for both airports, initiate the development of a terminal building at Buchanan Field, initiate the development of a hangar and office building at Byron, and initiate projects to improve aesthetics at both airports. Staff will continue to work with the stakeholders as they move to implement these priority projects and activities for the Buchanan Field and Byron Airports. The rates and charge schedule will be vetted through the public process in advance of scheduling this item before the full Board of Supervisors for their review and approval.

Referral Update:

This is a continuing discussion from June 14, 2017 regarding the Airports Division's strategic planning and implementation process. implementing the four identified priority projects from the EDIP and subsequent Airports Division strategic planning processes.

Recommendation(s)/Next Step(s):

Economic Development Program priorities and process update (Review and Discuss). This is a general discussion of the Airports Division top ranked priority projects and activities which were originally developed from EDIP and AAC ranking input and subsequently reaffirmed through the Airport Division's strategic planning process.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

7.

Meeting Date: 09/13/2017

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):

3-Acre Non-Aviation Business Park Development at Buchanan Field (Review and Discuss). 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: 09/13/2017

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):

4.6-Acre Development Proposal at Buchanan Field (Review and Discuss). This is a general discussion about the status of the proposed project.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.
