



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: Jones, Donald Prost
(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) Embry-Riddle Aeronautical University	Aerospace Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	78		MS	06/2008
B) United States Air Force Academy	Aeronautical Engineering	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	202		BS	05/1995
C) [Redacted]	[Redacted]	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>02/2017</div> <div>Present</div> Total: <u>Yrs.</u> <u>Mos.</u> <div></div> <div>8</div> Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Operations Manager</div> Employer's Name and Address <div>Clear Channel Airports 1700 Montgomery St Ste 101 San Francisco CA 94111</div></p>	<p>Duties Performed Responsible for complete management of all facets of advertising installation, maintenance, and removal at San Francisco International Airport. Successfully managed over 100 advertising fixtures and exhibitions for 47 million annual travelers at the seventh busiest US airport.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>02/2016</div> <div>10/2016</div> Total: <u>Yrs.</u> <u>Mos.</u> <div></div> <div>8</div> Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Project Manager</div> Employer's Name and Address <div>Bay Ship and Yacht 2900 Main St #2100 Alameda CA 94501</div></p>	<p>Duties Performed Responsible for complete management of individual ship repair including planning, purchasing, scheduling, repair, painting, quality assurance, and customer satisfaction. Oversaw the repair of the US Coast Guard Cutter Walnut. Completed all items on time and to stringent Coast Guard specifications.</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>05/2015</div> <div>02/2016</div> Total: <u>Yrs.</u> <u>Mos.</u> <div></div> <div>9</div> Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Temporary Program Manager</div> Employer's Name and Address <div>Cobham 5300 Hellyer Ave San Jose California 95138</div></p>	<p>Duties Performed Responsible for life-cycle management for multiple military aviation and munitions programs. Managed multi-million dollar programs including budget, schedule, manufacturing, testing, and customer support. Administered and organized the Failure Review Board.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>05/1995</div> <div>05/2015</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>20</div> <div>0</div> Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Commander</div> Employer's Name and Address <div>US Air Force 7369 N. Fighter Country Ave Luke AFB, AZ 85309</div></p>	<p>Duties Performed Supervised 40 personnel and managed production of 42 projects/ \$5 million budget annually. Managed CAD, CNC, electronics, 3-D printing, computer programming, and manufacture/ assembly sections. Maintained flight instructor rating in the F-16.</p>

7. How did you learn about this vacancy?

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

Nextdoor

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: 16 October 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.

Letter of introduction:

As my resume and application show, I have twenty plus years of leadership, aviation, operations management, and program management experience in multiple demanding roles including commander of a unique aviation training device manufacturing squadron where I managed 40 personnel, 40 projects per year, and a \$5 million budget. My skills include aviation management, team leadership, budgeting, communication, scheduling, teaching, mentoring, innovation, and continuous process improvement. I have over 2,000 hours of flight time in the F-15E, F-16, and T-39 including over 1,000 hours as a flight instructor and evaluator. I have an FAA Private Pilot's License and volunteer with the Civil Air Patrol.

Thank you for reviewing my resume and application. I can be contacted at the phone number and email listed below. I look forward to interviewing for the Contra Costa Aviation Advisory Committee.

Sincerely,
Don Jones
(208) 590-3831
donjones1516@gmail.com

Career Summary: US Air Force Academy Engineering graduate with 20+ years of management and leadership experience including operations management, project management, personnel management, scheduling, training, aviation, operations, safety, customer service, innovation, quality control, and budgeting, culminating as an Air Force squadron commander. Master's degree in Aerospace Management from Embry-Riddle.

Operations Manager, Clear Channel Airports, San Francisco, CA, February 2017 to Present: Responsible for complete management of all facets of advertising installation, maintenance, and removal at San Francisco International Airport.

- Successfully managed over 100 advertising fixtures and exhibitions for 47 million annual travelers at the seventh busiest US airport.
- Streamlined the scheduling, installation, and reporting while working with multiple contractors during the Ascent 2020 rebuild.
- Recognized by team peers for rapid progress in a new position; especially excellent communication, initiative, and follow-through.

Project Manager, Bay Ship and Yacht, Alameda, CA, February 2016 to October 2016: Responsible for complete management of individual ship repair including planning, purchasing, scheduling, repair, painting, quality assurance, and customer satisfaction.

- Oversaw the repair of the US Coast Guard Cutter Walnut. Worked closely with the USCG Port Engineer to accomplish all required items during a 4-month long overhaul. Completed all items on time and to stringent Coast Guard specifications.
- 100% customer satisfaction with the quality control, procurement, and execution of two simultaneous Army contracts worth \$5M.

Temporary Program Manager, Cobham Advanced Electronic Solutions, San Jose, CA, May 2015 to February 2016:

Responsible for life-cycle management (cradle to grave) for multiple military aviation and munitions programs.

- Managed multi-million dollar programs from proposal to delivery including budget, schedule, manufacturing, testing, and customer support. Transferred the Griffin Missile telemetry program to San Jose and fulfilled FY 2015 orders.
- Administered and organized the Failure Review Board (FRB). Analyzed the failure reporting, analysis and corrective action system (FRACAS) to determine the root cause and recovery path—improved manufacturing processes, quality, and time to manufacture.
- Spearheaded an idea suggestion campaign for 350 employees in conjunction with a quarterly innovation event. Generated 50 cost-saving and process improvement ideas in addition to inspiring creativity and design improvements.
- Successfully managed the qualification of two replacement parts to counter obsolescence on a \$20M missile program.

Commander, US Air Force, Luke AFB, AZ, June 2012 to March 2015: Supervised 40 personnel and managed the production of 42 projects and a \$5 million budget annually. Maintained flight instructor rating. Managed CAD, 3-D printing, CNC milling, electronics, computer programming, and manufacture/assembly sections. Actively developed new business prospects.

- Managed production of 39+ hypoxia trainers from concept to manufacture to world-wide deployment—increased rate to 1/month.
- Noted on annual performance report as #3 of 28 field grade officers, “brilliant leadership of critical resources/people”.
- Expert in effective communication, taught crew interaction training. Completed Lean Six Sigma executive course.
- Supervised the Quality Assurance program, maintained perfect 100% “Outstanding” rating by all customers, two years straight.

Assistant Director of Operations and Flight Instructor, US Air Force, Luke AFB, AZ, June 2010 to June 2012: Managed 24 aircrew, 2 civilians, and a \$3.2 Million annual flying hour program. Instructed fighter tactics, techniques, and procedures in the F-16.

- Recognized on performance report as #1 of 4 Assistant Directors of Operations, called on as acting Director in his absence.
- Project Manager and US senior representative for Singapore's largest military exercise. Organized \$3 million/30 aircraft/500 personnel exercise resulting in 392 sorties and 500 weapons successfully employed. Lauded by two 4-star Generals.
- Selected as both Weapon Systems Officer and Field Grade Officer of the year for 2011. Swept all four quarterly awards.

Director of Quality Assurance and Standardization, US Air Force, Davis-Monthan AFB, AZ, June 2007 to June 2010: As Team Chief; planned, led, and executed monthly quality inspections of Air Force units across the US and South America. Proficient in team leadership, analysis, and report writing. Performed additional duty as F-15E flight instructor and evaluator.

- Noted on performance report as #1 of 10 evaluators and #8 of 84 Majors. “Perfect leader/aviator/staff officer”—3 star General.
- Expert in Remotely Piloted Aircraft (RPA/UAS), Command and Control, Fighter Aircraft, and Joint Terminal Attack Controllers.

Director of Training, US Air Force, Mountain Home AFB, ID, April 2006 to June 2007: Planned, coordinated, monitored, and reported flying and ground training requirements while flying as an F-15E Instructor and Flight Evaluator. Acted as Assistant Airfield Operations Supervisor. Managed all aspects of airfield operations for 80 aircraft and 500 personnel.

- Recognized on performance report as #1 of 19 personnel. Supervised airport operations—mishap free and regulation compliant.
- Planned/directed wing's largest CSAR exercise. 7 aircraft types/300 personnel successfully trained to 100% of objectives.
- Validated distributed mission operations in networked simulators as mission commander for a completely virtual exercise.

Director of Scheduling, US Air Force, Mountain Home AFB, ID, November 2004 to April 2006: Planned, managed, and implemented \$83 million flying operation consisting of 4,800 annual sorties in a 24-aircraft squadron worth over \$1 billion.

- Noted on performance report as “Best chief of scheduling I have ever seen”, “#1 shop chief”, and “Outstanding Officer”.
- Selected to lead mission planning software test team; played crucial role in evaluating and improving next gen software.
- Orchestrated a short-notice, multi-squadron, 72-hour operation for airborne protection of the President of the United States.
- Initiated, designed, and led first ever moving-target large force exercise; 150 aircrew trained for an emerging combat tactic.

Operations Manager and Section Supervisor, US Air Force, NAS Pensacola, FL, September 2001 to November 2004:

Provided advanced flying, simulator, academic, and leadership training to student aviators. Managed the day-to-day operations and scheduling of 40 aircraft, 80 instructors, and 400 students. Also, Instructor Continuation Training program manager.

- Distinguished on performance report as “#1 most qualified instructor”, “#1 flight commander”, and “#1 producer”.
- Acted as Director of Operations, led 14 aircraft/80 personnel on a 10-day off-station exercise--noted as “best seen to date”.
- Coordinated the short-notice hurricane evacuation of 10 aircraft/69 personnel; saved valuable assets from destruction.

Electronic Warfare Manager, US Air Force, RAF Lakenheath, England, October 1998 to September 2001: Advised wing leadership and higher headquarters on all electronic warfare matters while maintaining fighter aircraft combat readiness.

- Exceptional results as project officer for international combat exercise; coordinated 350 aircraft from 15 countries.
- 98% target destruction during realistic combat exercise and 122 hours of actual combat employment over Iraq and Kosovo.
- Key contributor to Wing “Excellent” rating during Surety Inspection and 1999 USAF Fighter Squadron of the Year award.

F-15E Weapon Systems Officer student, US Air Force, Seymour Johnson AFB, NC, September 1997 to October 1998:

Graduated basic operational training with a 99% academic average and consistently exceeded training standards.

USAF Flight Student, US Air Force, NAS Pensacola, FL, October 1995 to September 1997: Trained in mission planning, navigation, communication, airport operations, and advanced flying to include: air-to-air, air-to-ground, and electronic warfare.

Math and Professional Development Instructor, United States Air Force Academy Preparatory School, Colorado Springs, CO, June 1995 to October 1995:

Performed military training instructor duties and taught basic algebra to USAFA Preparatory students. Prepared high school graduates for entry into the United States Air Force Academy.

Education:

MS, Aerospace Management, Embry-Riddle Aeronautical University, Worldwide, 2008, GPA 3.71

BS, Aeronautical Engineering, United States Air Force Academy, 1995, GPA 3.01

Graduate - Squadron Officer School (2002), Air Command & Staff College (2008), and Air War College (2012), Maxwell AFB, AL

AFSO-21 (Lean Six Sigma) Process Improvement Executive Course 2012

Electronic Warfare School, Corry Station, FL, 1997

FAA Private Pilot Certificate

Awards and Honors:

USAF Master Navigator – Over 2,300 Hours in F-16, F-15E, T-39, T-38, T-1, and T-34 aircraft

Meritorious Service Medal (3), Air Medal (4), Air Force Commendation Medal, Navy Commendation Medal

Eagle Scout

Recent Volunteer Work:

Civil Air Patrol - Senior Member, Emergency Services, Safety Specialist, Mission Scanner, 9/2017-Present

Rebuilding Together Silicon Valley - Rebuilding Day, 10/2015

Skills:

Program Management

Communication

Budgeting

Aviation

Business Development

Team Leadership

Operations Management

Defense

Operations Management

Teaching/Mentoring

Training

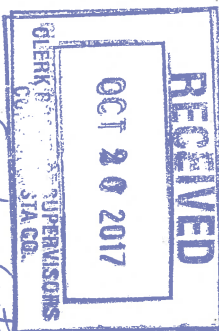
Innovation

Continuous Process Improvement

Scheduling/Time Management

Quality Control

Advertising



CONTRA COSTA COUNTY CLERK OF THE BOARD
651 Pine Street, Rm 106
Martinez, California 94553-1292

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