



Agenda

AIRPORTS COMMITTEE

Wednesday, March 14, 2018

11:00 AM

Director of Airports Office
550 Sally Ride Drive, Concord

Supervisor Diane Burgis, Chair
Supervisor Karen Mitchoff, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference
of the Committee

1. Introductions
2. Review and approve record of meeting for January 10, 2018 (Chair)
3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
4. Receive update from the Aviation Advisory Committee (AAC) Chair, Ronald Reagan (Presentation and Accept).
5. Review and discuss the Airports' proposed rates and charges
6. Review & discuss the AAC ByLaw changes which include two new seats to represent the general communities surrounding Buchanan Field and Byron Airports.
7. Review and discuss the General Plan Amendment update (Will Nelson, Department of Conservation and Development)
8. Review and discuss the three acre business park development at Buchanan Field
9. Review and discuss the 4.6 acre non-aviation development update at Buchanan Field
10. Review and discuss the 36 acre non-aviation development proposal update at Byron Airport
11. Discussion to reaffirm the July 25, 2006 Board action recognizing Buchanan Field and Byron Airports as important to the current and future transportation needs of Contra Costa County.
12. Future agenda items
13. The next meeting is tentatively scheduled for June 13, 2018 at 11:00 AM.

14. Adjourn

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

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: 03/14/2018

Subject: Review and approve record of meeting for January 10, 2018 (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 January 10, 2018.

Fiscal Impact (if any):

Not applicable.

Attachments

Airport Committee Minutes 1-10-18



Agenda

AIRPORTS COMMITTEE

January 10, 2018

1:30 P.M.

550 Sally Ride Drive, Concord

Supervisor Diane Burgis, Chair
Supervisor Karen Mitchoff, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

Present: Diane Burgis, Chair
Karen Mitchoff, Vice Chair

1. Introductions
2. Review and Approve record of meeting for September 13, 2017 (Chair)

AYE: Chair Diane Burgis, Vice Chair Karen Mitchoff

Passed

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

There was public comment asking to consider an observation plaza at the Byron Airport.

4. Interview candidates for the At-Large seat on the Aviation Advisory Committee that will become vacant March 1, 2018 (Interview and Determine)

Interviews for the At-Large #1 seat were conducted. The Airport Committee interviewed 15 applicants and decided to recommend to the Board of Supervisors (Board) the reappointment of Maurice Gunderson. The Airport Committee also identified that the AAC needed better representation from the general communities surrounding Buchanan Field (Pacheco) and Byron Airports and made a recommendation to add two seats on the AAC to represent these communities.

5. Receive update from the Aviation Advisory Committee Chair, Ronald Reagan (Presentation and Accept)

Ron gave an update on the November AAC meeting since there were no meetings held in October or December. The November meeting was held at the Byron Airport and topics discussed included: 2017 Contra Costa County Airports Recognition Awards, Byron General Plan Amendment, Vietnam Helicopter Museum informal complaint FAA determination, long-term leasing of 101 John Glenn Drive, and economic growth in east Contra Costa County.

6. Status of the County's application to participate in the Unmanned Aircraft Systems Integration Pilot Program (Review and Discuss)

The Federal Aviation Administration (FAA) solicited state and local governments to participate in an Unmanned Aircraft Systems (UAS, also known as drones) pilot test program to help develop policies for drone use. This program will help the FAA gain data to formulate rules and regulations for the operation of drones. The Board authorized Airport staff in November 2017 to be a part of a larger group led by the CA Department of Technology (CDT) to participate in the program. In January, the Board authorized the Director of Airports to execute a letter of intent between Contra Costa County and CDT to participate in the FAA-Sponsored pilot program focused on UAS. The CDT has submitted an application to the FAA, with the County as a partner, to be considered as one of the five locations to operate in, in which the FAA will make a selection in May 2018. Airport staff will continue to provide updates as the project progresses.

7. Future agenda items

- *Byron Airport observation plaza*

8. The next meeting is tentatively scheduled for March 14, 2018.

9. Adjourn

The meeting was adjourned at 11:35 AM

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

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

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

For Additional Information Contact:

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



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

4.

Meeting Date: 03/14/2018

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

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter: Ronald Reagan, Aviation Advisory
Committee Chairman

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 (AAC) Chair, Ronald Reagan.

Fiscal Impact (if any):

Not applicable.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

5.

Meeting Date: 03/14/2018

Subject: Review and discuss the Airports' proposed rates and charges

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 September 13, 2017 regarding the Airports Division's strategic planning and implementation process for the four identified priority projects.

Recommendation(s)/Next Step(s):

Review and discuss the Airports' proposed rates and charges. This is a general discussion of the proposed new rates and charges for the Buchanan Field and Byron Airports to best position the airports to be most regionally competitive. Developing new rates and charges for both airports was a top ranked priority project arising from the EDIP and AAC priority ranking input that was later reaffirmed through the Airport Division's strategic planning process.

Fiscal Impact (if any):

The proposed hangar and tie-down rents will result in an approximate \$65, 514 reduction in annual revenue to the Airport Enterprise Fund. However, the rent and fee adjustments are necessary to make our airports regionally competitive which should lead to long-term economic stability and viability.

Attachments

Rates & Charges Draft

***DRAFT* Rates and Charges for Contra Costa County Airports: Buchanan Field and Byron**

Fees for Aircraft Tie-Down and Transient Parking:

Airport	Location	Aircraft Wingspan	Monthly Rate	Daily Rate	Added Information
Buchanan Field:	Gravel Area	40 ft. or less	\$ 35.00		
	Northwest Ramp	40 ft. or less	\$ 45.00		
	Southwest Ramp	40 ft. or less	\$ 45.00		
	East Ramp Rows B through K	40 ft. or less	\$ 55.00		
	East Ramp Row A	40 ft. or less	\$ 85.00		
	Itinerant Parking - Transient Ramp or Any Other Approved Location	Under 50 ft.		\$ 5.00	Fee may be waived if validated by an Airport business *
	Itinerant Parking - Transient Ramp or Any Other Approved Location	50 ft. or larger		\$ 25.00	Fee may be waived if validated by an Airport business *
	Transient Daily Small Hangar Rental		\$ 65.00		
	Transient Daily Medium & Large Hangar Rental		\$ 110.00		
Byron:	Ramp	40 ft. or less	\$ 35.00		
	Between Hangars	40 ft. or less	\$ 45.00		
	Itinerant Overnight Parking - Transient Ramp or Any Other Approved Location	Under 50 ft.		\$ 5.00	Fee may be waived if validated by an Airport business *
	Itinerant Overnight Parking - Transient Ramp or Any Other Approved Location	50 ft. or larger		\$ 25.00	Fee may be waived if validated by an Airport business *
	Transient Overnight Hangar Rental		\$ 50.00		

* Airport business must be enrolled in the Airports' Aircraft Overnight Parking Fee Waiver Program

Monthly Hangar Rent for Aircraft Storage:

Airport	Location	Monthly Rent	Rent Adjustment Schedule
Buchanan Field:	Land for Small to Medium Portable Hangar	\$ 115.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Land for Large Portable Hangar	\$ 130.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Shade Hangar - South Facing	\$ 140.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Shade Hangar - North Facing	\$ 165.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	T-Hangar - South Facing	\$ 350.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	T-Hangar - Modernized South Facing	\$ 370.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	T-Hangar - North Facing	\$ 370.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	T-Hangar -Modernized North Facing	\$ 390.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Medium Hangar - South Facing	\$ 470.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Median Hangar - Modernized South Facing	\$ 490.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Medium Hangar - North Facing	\$ 490.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Median Hangar -Modernized North Facing	\$ 510.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Large Hangar - South Facing	\$ 600.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Large Hangar - Modernized South Facing	\$ 620.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Large Hangar - North Facing	\$ 620.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Large Hangar -Modernized North Facing	\$ 640.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Executive Hangar - South Facing	\$ 470.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Executive Hangar - Modernized South Facing	\$ 490.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Executive Hangar - North Facing	\$ 490.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Executive Hangar -Modernized North Facing	\$ 510.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Storage/Half Hangar Units	\$ 185.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
Byron	T-Hangars	\$ 260.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Portable Hangar - Ground Rent	\$ 96.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Large Portable Hangar - Ground Rent	\$ 120.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	Storage/Half Hangar Units	\$ 140.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)

Miscellaneous Tenant Discount Incentives:

Prepay 12 months in advance and receive a 3% reduction in rent for the 12 month period (maximum benefit of \$1,000 per year).

Refer a pilot and they rent a tie-down or hangar and receive a one-time \$50 rent credit for your hangar or \$15 rent credit for your tie-down after 6 months of tenancy by the referred person (referred person must maintain tenancy during the rent credit month).

Miscellaneous Tenant Discount Incentives (Continued):

Refer a business that enters into a lease or license agreement with the County and after 6 months of their operation you will receive an equivalent of 2% of what the County receives from that business each month for the following 6 months (maximum benefit of \$1,000 for 6 months; business must maintain tenancy during the rent

Frequent tenant discount; rent more than 1 hangar or tie-down and receive a 5% discount on rent for each additional hangar or tie-down space (discount applied to lowest priced rent and there is a maximum benefit of \$1,500 per year)

Get a pilot's license through a business located on Buchanan Field or Byron Airport and get a one-time \$50 rent credit for your hangar or \$15 rent credit for your tie-down after 2 months of tenancy.

Miscellaneous Fees Applicable to Both Airports:

Hangar Swap Fee:

\$100 per Tenant

Hangar Upgrade/Move Fee:

\$100 Plus Tenant Pays the Rent for Both Locations Until Tenant Is Fully Out of the Pre-Existing Location

Hangar Agreement Modification/Change Fee:

\$100 Per Occurrence

Insurance Certificate Late Fee:

\$50 Late Fee - For Certificates Provided 7 to 20 Days after Existing Certificate has Lapsed

\$75 Late Fee - For Certificates Provided 21 to 27 Days after Existing Certificate has Lapsed

\$100 Late Fee - For Certificates Provided 28 to 35 Days after Existing Certificate has Lapsed

NOTE: Failure to Provide an Insurance Certificate within 35 Days after Existing Certificate has Lapsed is Default and Grounds for Termination

Gate Access Control Cards:

Deposit	\$	30.00
Replacement of Lost or Damaged Cards	\$	30.00
Reactivation Fee Per Each Occurance	\$	15.00

Flight Instructor Registration:

Annually	\$	25.00
----------	----	-------

Aircraft Mechanic Registration:

Annually	\$	25.00
----------	----	-------

Miscellaneous Fees Applicable to Both Airports (Continued):

Ground Transportation Providers:

One Time Administrative Fee	\$	1,000.00	
Annual User Fee	\$	1,200.00	or \$0.50 per each trip (Note: a trip is defined as a pick up or a drop off)

Airport Movement Area Authorization/ID Badge:

Issuance		No Cost
Replacement Badge Per Each Occurrence	\$	30.00

Driver/Fueler Training:

First Training Class		No Cost
Each Subsequent Training Class	\$	300.00

Airport Sweeper Service, Fire Hydrant Clean Out, or Other Assistance Fee:

\$110 per hour or partial hour for each airport personnel; fee to be increased annually on July 1 by the average CPI change for the preceeding period and rounded to nearest whole dollar.

Airport Administration Staff Services for Account Reconciliation, Insurance Certificate Assistance, Property Reinspections and/or Other Related Actions Fee:

\$110 per hour or partial hour for each airport personnel; fee to be increased annually on July 1 by the average CPI change for the preceding period and rounded to nearest whole dollar.

Aircraft Improperly Parked & Obstructs Operations or Compromises Safety Fee:

Relocation Fee	\$100.00	Per Hour or Partial Hour
----------------	----------	--------------------------

Aircraft Obstructing Runway and/or Taxiway:

The First Hour is Free but \$500 for Each Thirty Minutes or Portions Thereof Following the First Hour

Lessor Processing and Transaction Fee for Tenants Requests to Amend the Lease, Assign the Lease, or other Action in connection with Tenant's Agreement that requires

Lessor's Staff Time and Resources (other than Airports Division Staff Time) to Review, Investigate, Process, Record, and/or Undertake Any Action.

\$2,500 Per Occurrence Unless Otherwise Specified in the Agreement

Miscellaneous Fees Applicable to Both Airports (Continued):

New Development Fee:

- \$10,000 Development Deposit - \$5,000 is non-refundable if the project does not proceed and/or fails to progress within 6 months of the Board of Supervisors authorization to negotiate lease or agreement terms.
- \$10,000 is non-refundable if project is terminated and/or fails to progress within 6 to 12 months of the Board of Supervisors authorization to negotiate lease or other agreement terms.
- If Project proceeds, the deposit is applied to the cost of lease or agreement development (Note: Airports staff time is not applied) if project proceeds; interested party is responsible for any cost above deposit and any excess funds will be returned to the interested party or applied to their account after successful completion of an agreement.

Filming Fees:

Rent and deal terms to be negotiated individually depending on the location, duration, access requirements, and Airport staff needs

Special Event Fees:

Rent and deal terms to be negotiated individually depending on the location, duration, access requirements, and Airport staff needs

Leases and License Agreements:

Rent and deal terms to be negotiated individually

2/28/2018

Rental Type	Existing Rent	Proposed Rent & Rent Adjustment Change	Comparison Rent Range
CCR			
Tie-Down - Gravel	\$ 39.00	\$ 35.00	\$30 - \$88
Tie-Down - Northwest	\$ 55.00	\$ 45.00	N/A
Tie-Down - Southwest	\$ 55.00	\$ 45.00	N/A
Tie-Down - E. Ramp	\$ 60.00	\$ 55.00	\$50 - \$76
Tie-Down - Lg. E. Ramp	\$ 94.00	\$ 85.00	\$75 - \$135
Shade Hangar - South Facing	\$ 177.07	\$ 140.00	\$94 - \$150
Shade Hangar - North Facing	\$ 177.07	\$ 165.00	\$94 - \$150
T-Hangar - South Facing	\$ 394.10	\$ 350.00	\$220 - \$344
T-Hangar - Modernized South Facing	\$ 394.10	\$ 370.00	\$220 - \$344
T-Hangar - North Facing	\$ 394.10	\$ 370.00	\$220 - \$344
T-Hangar - Modernized North Facing	\$ 394.10	\$ 390.00	\$220 - \$344
Medium Hangar - South Facing	\$ 548.33	\$ 470.00	\$260.75 - \$531.75
Medium Hangar - Modernized South Facing	\$ 548.33	\$ 490.00	\$260.75 - \$531.75
Medium Hangar - North Facing	\$ 548.33	\$ 490.00	\$260.75 - \$531.75
Medium Hangar - Modernized North Facing	\$ 548.33	\$ 510.00	\$260.75 - \$531.75
Executive Hangar - South Facing	\$ 548.33	\$ 470.00	\$260.75 - \$531.75
Executive Hangar - Modernized South Facing	\$ 548.33	\$ 490.00	\$260.75 - \$531.75
Executive Hangar - North Facing	\$ 548.33	\$ 490.00	\$260.75 - \$531.75
Executive Hangar - Modernized North Facing	\$ 548.33	\$ 510.00	\$260.75 - \$531.75
Large Hangar - South Facing	\$ 748.23	\$ 600.00	\$359 - \$814
Large Hangar - Modernized South Facing	\$ 748.23	\$ 620.00	\$359 - \$814
Large Hangar - North Facing	\$ 748.23	\$ 620.00	\$359 - \$814
Large Hangar - Modernized North Facing	\$ 748.23	\$ 640.00	\$359 - \$814
Annual Adjustment	Annually by CPI	3-Year Rent Freeze & then Adjusted Every Three by Average 3-Year Change in CPI (rounded to nearest whole dollar)	
C83			
Tie-Down - Ramp	\$ 40.00	\$ 35.00	\$30 - \$32
Tie-Down - Between Hangars	\$ 50.00	\$ 45.00	N/A
Portable Hangar - Ground Rent	\$ 101.18	\$ 96.00	N/A
Large Portable Hangar - Ground Rent	\$ 126.49	\$ 120.00	N/A
T-Hangars	\$ 265.03	\$ 260.00	\$263 - \$354.27
Annual Adjustment	Annually by CPI	3-Year Rent Freeze & then Adjusted Every Three by Average 3-Year Change in CPI (rounded to nearest whole dollar)	



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

6.

Meeting Date: 03/14/2018

Subject: Review & discuss the AAC ByLaw changes which include two new seats to represent the general communities surrounding Buchanan Field and Byron Airports

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

During the January 10, 2018 Airport Committee meeting Supervisors Mitchoff and Burgis recommended that additional seats on the Aviation Advisory Committee be considered to represent the Town of Pacheco, near Buchanan Field and the communities near the Byron Airport.

Referral Update:

A draft bylaw change has been reviewed by the Aviation Advisory Committee during their February and March meetings. Additional bylaw changes were recommended to capture current protocols and practices relative to the selection process for the At-Large positions and the training requirements for the AAC members.

Recommendation(s)/Next Step(s):

Review & discuss the AAC ByLaw changes which include two new seats to represent the general communities surrounding Buchanan Field and Byron Airports. It is recommended that the Airport Committee accept the proposed Aviation Advisory Committee bylaw changes and forward the revised bylaws to the Contra Costa County Board of Supervisors for approval.

Fiscal Impact (if any):

None.

Attachments

AAC ByLaws 2-1-18 v2

BYLAWS

CONTRA COSTA COUNTY AVIATION ADVISORY COMMITTEE

As Amended ~~March 1~~~~October 18~~, 20186

I. Name

The name of the committee is the Contra Costa County Aviation Advisory Committee (the "AAC").

II. Purposes and Objectives

- A. The purpose of the AAC is to provide advice and recommendations to the Board of Supervisors of Contra Costa County on aviation issues that (i) are related to the economic viability and security of airports in Contra Costa County, and (ii) affect the general welfare of people living and working near the airports and in the broader community.
- B. The AAC may conduct public discussions and hear comments on airport and aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board of Supervisors.
- C. The AAC may conduct discussions with local, state, and national aviation interests relative to the safe and orderly operation of airports in order to formulate the recommendations it makes to the Board of Supervisors.
- D. At the Request of the Director of Airports, the AAC shall provide the Director of Airports a forum within which to discuss policy matters affecting the County's airports.

III. Membership

- A. All appointments to the AAC must be made by the Contra Costa County Board of Supervisors.
- B. The AAC consists of the following ~~thirteen~~~~eleven~~ members:
 - 1. One member nominated by each of the five (5) members of the Board of Supervisors.
 - 2. One member nominated by the City of Concord.
 - 3. One member nominated by the City of Pleasant Hill.
 - 4. One member nominated by the Contra Costa County Airports Business Association.
 - 5. Three members at large, representing the general community.

a. The Airport Committee will interview the at large candidates and make a recommendation to fill any open position(s)

5.6. Two Airport Neighbor positions, one who resides and/or works in the Buchanan Field Community of Pacheco and one who resides and/or works in the neighboring communities around Byron Airport (Antioch, Brentwood, Byron, Knightsen, or Discovery Bay)

~~1.a. For at-large appointments, the Internal Operations~~The Airport Committee will interview the Airport Neighbor candidates ~~to and~~ make a recommendation ~~of candidate(s)~~ to fill any open position(s).

~~2. The Internal Operations Committee will forward its recommendations for the at-large positions to the Board of Supervisors for consideration.~~

C. At least one member of the AAC must be a member of the Airport Land Use Commission.

C.

~~_____~~ All members of the AAC must ~~reside in~~reside in Contra Costa County, work in Contra Costa County, or both.

D.

~~D.E.~~ Scheduled and unscheduled vacancies are to be filled in accordance with the procedures set forth in the County's Resolution No. 2002/377.

F. AAC members must adhere to the Policy for Board Appointees established by the Board of Supervisors under Resolution 2002/376, which addresses, among other things, the need for AAC members to avoid conflicts of interest. AAC members shall disclose all potential conflicts of interest to the AAC.

E.G. All newly appointed and reappointed AAC members must comply with all requirements of the Ralph M. Brown Act, the County's Better Government Ordinance, and Ethics Orientation training within 90 days of appointment. Failure to comply with these requirements will be considered grounds for the AAC to recommend to the Board of Supervisors that the offending member's appointment be rescinded by the Board of Supervisors.

IV. Term

A. The term of each member's appointment is three years. An appointment made to fill an unscheduled vacancy will be for the term remaining for the vacated seat. Terms are staggered.

- B. If the appointing jurisdiction has not reappointed a member on or before the specified expiration date, then that member may hold over on a month-to-month basis for a period not to exceed 60 days.

V. Attendance Requirements

- A. Regular attendance at meetings of the AAC is required. Failure to attend three consecutive scheduled meetings will be considered grounds for the AAC to recommend to the Board of Supervisors that the offending member's appointment be rescinded by the Board of Supervisors. A significant pattern of absences may also be considered grounds for recommending rescission of a member's appointment.
- B. The Chairperson of the AAC may, in his or her discretion, excuse AAC members from attending one or more meetings of the AAC.
- C. The Chairperson will notify any member at risk of having his or her appointment rescinded before recommending rescission to the Board of Supervisors.
- D. Rescission of an appointment to the AAC may only be effected by an action of the Board of Supervisors.

VI. Quorum

- A. ~~Seven~~ members of the AAC constitute a quorum. All AAC's actions, unless otherwise provided for, require a majority vote by a quorum.

VII. Officers

- A. The AAC shall elect its own Chairperson, Vice-Chair, and Secretary.
- B. Officers are elected annually at the AAC's regularly scheduled meeting in April. Members may serve a maximum number of three consecutive years in any one office.
- C. Annual officer terms begin on May 1.

VIII. Scheduled Meetings

- A. Meetings will be held at Buchanan Field Airport or Byron Airport as appropriate. Regular meetings are to be held at least once each month on a schedule that is established annually by the AAC in May of each year. Special meetings may be held more frequently as needed.

- B. Regular or Special meetings may be scheduled, rescheduled, cancelled, or relocated, provided that all scheduling activities are consistent with the Ralph M. Brown Act and the County's Better Government Ordinance.
- C. Agendas and minutes of all meetings are to be published, distributed, and posted in accordance with the requirements of the Ralph M. Brown Act and the County's Better Government Ordinance.
- D. The Director of Airports will establish and maintain a file of the records of the AAC and provide or arrange for appropriate levels of staff support.

IX. Amendments to Bylaws

Proposed amendments to these Bylaws may only be introduced at a regularly scheduled meeting of the AAC. The AAC's adoption of any proposed amendments to the bylaws must be approved by a majority of the membership present at the regularly scheduled meeting that follows the introduction of the proposed amendments. All amendments to the bylaws are subject to approval of the Board of Supervisors and will be effective once approved by the Board of Supervisors.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

7.

Meeting Date: 03/14/2018

Subject: Review and discuss the General Plan Amendment update (Will Nelson, Department of Conservation and Development)

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

The Airport Committee, at their September 24, 2012, meeting, directed Airports staff to schedule the use of the Mariposa Community Benefits Fund for the full Board of Supervisor's consideration.

On December 4, 2012, the Board of Supervisors authorized the Department of Conservation and Development (DCD) to undertake a General Plan Amendment (GPA) study for the Byron Airport.

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

The Byron Airport Master Plan, approved in 2005, identified a diversity of aviation and aviation-related land uses for the long-term build-out of the Airport. To fully implement the Airport Master Plan, it is necessary to undertake a GPA to allow for the range of contemplated land uses. The GPA requires an environmental analysis pursuant to the California Environmental Quality Act (CEQA) before it can be considered for approval. The GPA process is being performed by DCD staff in collaboration with Airports staff.

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

On July, 1, 2015, the Airport Committee had a general discussion of the environmental process, RFP responses received, project cost, and anticipated project schedule.

On August 18, 2015, the Board of Supervisors approved a \$180,545 contract between Contra Costa County and Dudek, Inc. to prepare the environmental impact report (EIR) for the Byron Airport GPA.

On April 27, 2016, the Airport Committee had a general discussion regarding the project and the

progress of the environmental review. Staff and Committee members expressed dissatisfaction with the progress to date.

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

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

Staff and the consultant determined that the best course of action would be to expand the scope of the current environmental review to include updating the portions of the ALUCP pertaining to Byron Airport. While this would extend the project timeline and add costs, the final product would be a General Plan, zoning, ALUCP, and Master Plan for Byron Airport that were consistent and compatible.

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

On March 8, 2017, the consultant presented the Airport Committee with updated development scenarios for Byron Airport. These scenarios are the basis for the project description in the EIR. In the months following the Airport Committee meeting, DCD and Airports staff had additional meetings regarding the ALUCP update and the project's interplay with the East Contra Costa County Habitat Conservation Plan. This led to further refinements of the project description.

With the project description finalized, on September 20, 2017, DCD issued the Notice of Preparation (NOP), which is the first formal step in the EIR process. The NOP portion of the process provides an opportunity for public agencies and the general public to comment on the scope of the environmental analysis to be included in the draft EIR (DEIR). The NOP portion of the process was completed in October 2017.

Since September 2017, Airport staff has been working with Caltrans regarding the airport classification (rural versus suburban) applied to Byron Airport. This classification impacts the intensity of the desired list of allowable aviation and aviation-related development which could negatively impact the long-term airport economic viability. Classifying Byron as a suburban airport would be more consistent with the Federal Aviation Administration's designation of it as a reliever airport and with the long-term build out as detailed in its Master Plan. However, Byron Airport is surrounded by land outside the Urban Limit Line, which gives the perception that the airport should be classified as rural. The EIR will include analysis that covers either classification whereby suburban would be the highest development scenario.

Referral Update:

Dudek and their sub consultants are currently working on the draft ALUCP update and DEIR.

Recommendation(s)/Next Step(s):

Review and discuss the General Plan Amendment update (Will Nelson, Department of Conservation and Development). Byron General Plan Amendment Update (Review and Discuss). The draft ALUCP update and DEIR are expected to be ready in the April-June 2018 timeframe. The next step after completion of the DEIR will be the public review period, which will last from 45-60 days. Staff recommends that the item be scheduled for discussion at the second Airport Committee meeting of 2018.

Fiscal Impact (if any):

As amended, the contract with Dudek is for \$223,801, to be paid out of the Mariposa Community Benefits Fund. This does not include County staff costs associated with the project. Dudek recently submitted a request to amend the contract for an additional \$11,056.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

8.

Meeting Date: 03/14/2018

Subject: Review and discuss the three acre business park development at Buchanan Field

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

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

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

In November 2016, the development team submitted a development plan application to the Department of Conservation and Development (DCD) for the proposed project. Public Works staff would perform the environmental analysis 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 was estimated to take 4 to 6 months to complete. However, it has been 14 months and the environmental process is not yet done.

Recommendation(s)/Next Step(s):

Review and discuss the three acre business park development at Buchanan Field. This is a general discussion about the status of the proposed project.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

9.

Meeting Date: 03/14/2018

Subject: Review and discuss the 4.6 acre non-aviation development update at Buchanan Field

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):

Review and discuss the 4.6 acre non-aviation development update at Buchanan Field. This is a general discussion about the status of the proposed project. The Board of Supervisors (Board) authorized Airport staff to negotiate a lease with this entity in December 2016. In accordance with the Airport's adopted Minimum Standards, a maximum of 24 months from the Board of Supervisor's approval to negotiate with the entity is allowed to complete the lease development process. It has been 15 months since the Board's action and the development entity has not yet submitted a complete package to the City of Concord to initiate the entitlement process. Airport staff has been trying to discuss the schedule delays with the prospective developer but, as of this date, there has been no response. Airport staff may distribute new solicitation for development of the property if the development entity does not soon respond to Airport staff regarding schedule delays and/or initiate the entitlement process.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

10.

Meeting Date: 03/14/2018

Subject: Review and discuss the 36 acre non-aviation development proposal update at Byron Airport

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

On January 19, 2018, Airport staff received a letter of interest to develop approximately 36 acres of vacant land at the Byron Airport for a non-aviation use. On January 23, 2018, Airport staff issued a letter to solicit other competitive interest in the use of the property as required by the Federal Aviation Administration. The final submittal deadline for competitive interest is Monday, April 2, 2018.

Referral Update:

This is the first time this item was on the Airport Committee's agenda.

Recommendation(s)/Next Step(s):

Review and discuss the 36 acre non-aviation development proposal update at Byron Airport. Depending if there is competitive interest to develop the land, Airport staff will undertake the selection process. Airport staff will then recommend to the County Board of Supervisors that they approve negotiating a long-term lease with parties in priority ranked order, if applicable.

Fiscal Impact (if any):

Executing a long-term lease for such a large amount of property should result in a significant, positive fiscal impact to both the Airport Enterprise Fund and the County General Fund.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

11.

Meeting Date: 03/14/2018

Subject: Discussion to reaffirm the July 25, 06 Board action recognizing Buchanan Field & Byron Airports as important to current & future transportation needs

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

On July 25, 2006, the Board of Supervisors acknowledged the importance of the County airports system and adopted a position of encouraging business development at, and facilitating improvement of the County's vital airport facilities. Specifically the Board of Supervisors approved several recommendations to improve the operational efficiency and economic viability of the County airports.

Referral Update:

During the Airport's Division EDIP and strategic planning processes, multiple stakeholders indicated that a key weakness for long-term economic vitality of the airports is the perceived lack of County priority provided to airport-related economic development projects. Stakeholders referred to the past Board of Supervisor's action and indicated that it lead to improved County processes for airport-related projects. To elevate the economic importance of the airports, stakeholders suggested that the current Board of Supervisors reaffirm that the County airports are vital facilities and assess other opportunities to facilitate growth and economic vitality.

Recommendation(s)/Next Step(s):

Discussion to reaffirm the July 25, 2006 Board action recognizing Buchanan Field and Byron Airports as important to the current and future transportation needs of Contra Costa County. It is recommended that the Airport Committee reaffirm the importance of the County airports and forward their recommendation to the Board of Supervisors for review and approval.

Fiscal Impact (if any):

None.

Attachments

CCR/C83 business develop.

TO: BOARD OF SUPERVISORS
FROM: Mark DeSaulnier, Supervisor District IV
DATE: July 25, 2006
SUBJECT: COUNTY AIRPORTS



D. 2
Contra
Costa
County

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION: As Buchanan Field and Byron Airport are important to the current and future transportation needs of Contra Costa County, the Board of Supervisors hereby adopts a position of encouraging business development at, and improvement of, these vital facilities.

RECOMMENDATION: The Director of Airports for Contra Costa County shall report to the Office of the County Administrator on policy matters related to the County's airports, while continuing to work in the Department of Public Works for administration, fiscal, personnel support services and day to day operations.

RECOMMENDATION: The Director of Airports shall have the authority to conduct day-to-day business for Contra Costa County's airports, including, but not limited to, proffering recommendations to the Board of Supervisors on hangar leases and managing the operations and maintenance of the County's airports.

RECOMMENDATION: Direct the County Administrator's Office to work with the Director of Airports to research and evaluate the most effective methods of streamlining County policies and processes in order to promote greater development at our County's airports. Direct these departments to report back on their findings to the Board of Supervisors within 90 days.

RECOMMENDATION: Direct the Director of Airports to actively market business opportunities at Buchanan Field and Byron Airport and report to the Airport Ad Hoc Sub-committee on progress, as well as, current issues, projects and fiscal conditions.

CONTINUED ON ATTACHMENT: ☐ YES SIGNATURE: _____

RECOMMENDATION OF COUNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE

APPROVE OTHER

SIGNATURE(S): _____
ACTION OF BOARD ON 07/25/2006 APPROVE AS RECOMMENDED ☒ OTHER _____

VOTE OF SUPERVISORS

☒ UNANIMOUS (ABSENT none)
AYES: _____ NOES: _____
ABSENT: _____ ABSTAIN: _____

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF AN ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD OF SUPERVISORS ON THE DATE SHOWN.

ATTESTED 07/25/2006
JOHN CULLEN, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR

CONTACT:

CC:

BY _____, DEPUTY

BACKGROUND: Buchanan Field and Byron Airport have a significant amount of real property that could be developed for aviation and aviation-related needs. Such needs are not currently being met.

Where appropriate, development of empty parcels of property would provide additional revenue to both the County General Fund and the Airport Enterprise Fund. The airport receives no funding from the General Fund. Increased taxes and fees collected from development would provide the county with an additional revenue stream.

The unique needs and requirements of airport property management requires more streamlined decision making authority particularly since the airport already funds its own operations through the Airport Enterprise Fund. Having the Director of Airports report to the County Administrator's Office on policy issues would provide the necessary checks and balances and streamline the development of Buchanan Field and Byron properties.

Buchanan Field and Byron Airport properties offers significant development opportunities for both aviation and non-aviation businesses, as well as undeveloped parcels in the area surrounding the airport. These properties should be marketed by the County to encourage construction.

ADDENDUM to D.2

July 25, 2006

On this day, the Board of Supervisors considered approving recommendations to improve operational efficiency and economic viability of the County airports.

Supervisor DeSaulnier noted that this item is intended to focus on the importance of airports working more directly with the County Administrator's Office and with the Board of Supervisors. He added that there is also universal respect for Public Works staff and the airports' staff.

The Chair called for public comment. The following people spoke:

Dianne Cole, Friends of Concord Airport, suggested that related language should be reviewed for clarity to avoid future confusion;

Keith McMahon, Greater Concord Chamber of Commerce, said that the President and CEO of the Concord Chamber of Commerce support this Board Order, excepting that the airport should report to the County. He commented that the nature of the Concord Airport has changed over the years from mainly recreational flying to a more business-oriented airport, and he noted that larger airports typically report to the Board through Joint Powers of Agreements (JPAs), Boards, or Commissions. He also submitted written comments to the Board;

David Evans, Aircraft Owners and Pilots Association, noted that currently there are at least six Buchanan Field projects approved but not begun because of administrative hold-ups. He said he believes the proposed steps could help streamline the processes;

David Dolten, AAC and Concord Chamber, stated support of the recommendations;

Russell Roe, Martinez resident, commended Supervisor DeSaulnier for his continued support of and follow-through for the airport. He expressed concern about changing the reporting structure, noting that routine matters have always gone through Public Works, and stating that extra reporting could just be creating extra government.

Supervisor Piepho noted that the fourth recommendation on the Board Order is to have a review of the issues and a report back to the Board in 90 days. She said she believes the concerns of the speakers could be addressed as part of that process.

Supervisor DeSaulnier said he does think there is an opportunity for streamlining, but noted his preference that airport management report directly to the County Administrator's Office. He said the airport is a very high profile facility and thinks there should be a more transparent process.

Supervisor Uilkema requested that the issue of hangar leases be reviewed to evaluate the pros and cons of the process, and the findings be discussed in the report scheduled to come back to the Board.

John Cullen, County Administrator, clarified, referring to the second Recommendation on the Board Order, that administration, fiscal, personnel support services and other day to day operations matters would still be addressed by working with the Public Works Department.

Supervisor DeSaulnier said yes. The Supervisor suggested the language in second paragraph of the Board Order be amended to read: "The Director of Airports for Contra Costa County shall report directly to the Office of the County Administrator, rather than to the Department of Public Works, on all matters concerning the County's airports."

Chair Gioia noted that airports create policy issues that can go way beyond Public Works, especially when you begin to consider how airports fit in with community needs.

By a unanimous vote with none absent, the Board of Supervisors took the following action:

DIRECTED the County Administrator's Office to work with the Director of Airports to research and evaluate the most effective methods of streamlining County policies and processes in order to promote greater development at our County's airports; and **DIRECTED** that these departments return to the Board of Supervisors within 90 days to report on their findings.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

12.

Meeting Date: 03/14/2018
Subject: Future agenda items
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

Not applicable.

Referral Update:

Not applicable.

Recommendation(s)/Next Step(s):

Future agenda items.

Fiscal Impact (if any):

Not applicable.

Attachments

No file(s) attached.
