



AIRPORTS COMMITTEE

Wednesday, July 18, 2018

12:00 PM

Director of Airports Office

550 Sally Ride Drive, Concord, CA 94520

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 March 14, 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. Interview the following candidates for two (2) newly created Airport Neighbor seats #1 and #2 on the Aviation Advisory Committee.
5. Receive update from Aviation Advisory Committee (AAC) Chair (Maurice Gunderson, AAC Chair)
6. Review and approve permission to use a portion of Mariposa Community Benefit Funds \$49,250 for added work for Caltrans Airport Land Use Compatibility Plan
7. Discuss the revision to the Buchanan Field and Byron rates and charges
8. Discuss the Buchanan Field Airport Layout Plan update and runway extensions analysis
9. Discuss the Full-scale emergency exercise week of October 15-19
10. Discuss the Buchanan Field aircraft hangar (F row) re-skinning and door replacement project
11. Discuss the AOPA Fly-In event in 2021 or 2022
12. Discuss the three acre Business Park at Buchanan Field
13. Discuss the 4.6 development project at Buchanan Field

14. Future Agenda Items
15. The next meeting is tentatively scheduled for Wednesday, September 12, 2018 at 11:00 a.m..
16. 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: 07/18/2018

Subject: Review and approve record of meeting for March 14, 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 March 14, 2018.

Fiscal Impact (if any):

Not applicable.

Attachments

Airport Comm Minutes for 3-14-18



Agenda

AIRPORTS COMMITTEE

Wednesday, March 14, 2018

11:00 A.M.

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

Present: Diane Burgis, Chair
Karen Mitchoff, Vice Chair

1. Introductions

Chair Supervisor Diane Burgis began introductions around the room and welcomed the attendees.

2. Review and approve record of meeting for January 10, 2018 (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).

None.

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

Ronald Reagan, Chair of the AAC, gave an update on a number of topics that included: A Transportation Safety Administration (TSA) site visit, 2018 AAC officer elections, Airport strategic planning, drone pilot test program, 4.6 acre parcel development, a Byron observation area, the Solar energy project, AAC bylaw changes, proposed construction of a gas station and convenience market near Buchanan Field, and economic growth in east contra Costa County.

5. Review and discuss the Airports' proposed rates and charges

This is a continued discussion that originated from the Airports' economic development incentive program (EDIP) and strategic plan. In order to better position both airports, Airports staff is proposing a reduction in the current rates and charges, implementing new agreements and adding new items to be covered in a fee schedule. Moving forward, staff would like to take this proposal to the Board to go in effect January 1, 2019. Both Supervisors were supportive of the proposed plan.

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

In January 2018, the Airport Committee requested better representation of both airports on the AAC. Airport staff worked with the AAC to review current bylaws and make necessary changes. Changes to the bylaws included two newly created airport neighbor seats (this will increase the number of members from 11 to 13). One seat will represent the town of Pacheco and the other will represent the general communities surrounding the Byron Airport (Brentwood, Byron, Knightsen or Discovery Bay). Candidates must reside or work in these areas. Other changes include referring the at-large seat recruitment process to the Airport Committee and requiring members to complete Ralph M. Brown Act, the County's Better Government Ordinance, and Ethics Orientation trainings within ninety days of appointment/reappointment.

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

This item was moved to be discussed after public comment. Will Nelson with DCD gave an update regarding the Byron GPA. Will Nelson reported that the Byron GPA is approximately 10-12 months from being adopted. Supervisor Mitchoff had some concern with the lengthy process. Will Nelson explained that Caltrans had some issues with the draft Airport Land Use Compatibility Plan (ALUCP) that was submitted by the consultants as it was far more constraining than originally anticipated. The next steps will be to complete the Byron draft ALUCP and draft Economic Impact Report (DEIR), then send the project for public review. Airport Staff and DCD will continue to provide updates as the project progresses.

8. Review and discuss the three acre business park development at Buchanan Field

The three acre parcel is located on the northeast corner of Sally Ride Drive and Marsh Drive. The business park development project is in the final stages of the lease and environmental review process. The item is scheduled to go before the Board for approval on April 10, 2018.

9. Review and discuss the 4.6 acre non-aviation development update at Buchanan Field

This piece of property is located on the northwest corner of Marsh and Solano Drive. The original party that was going to be moving the proposed project forward was unable to perform. Staff opened a new solicitation period that will close Friday, April 13 at 4:00 PM.

10. Review and discuss the 36 acre non-aviation development proposal update at Byron Airport

Airport staff received a letter of interest on January 19, 2018 to develop approximately 36 acres for light industrial use. On January 23, 2018 airport staff opened a new solicitation period with a submission deadline of April 2, 2018 at 4:00 PM.

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.

During the Airport's EDIP and strategic planning processes, it was identified that one of the main drawbacks of economic growth at Buchanan Field and Byron Airport was the lack of County priority in regards to airport-related projects. Airport staff requests that the Airport Committee recognize the increased importance of economic development and forward their recommendation to the Board for review and approval. Chair Supervisor Diane Burgis and Vice Chair Supervisor Karen Mitchoff were supportive of staff's requests.

12. Future agenda items

None.

13. The next meeting is tentatively scheduled for June 13, 2018 at 11:00 AM.

14. Adjourn

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



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

4.

Meeting Date: 07/18/2018

Subject: Interview and determine candidates for two (2) newly created Airport Neighbor seats on the Aviation Advisory Committee

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. A draft bylaw change has been reviewed by the Aviation Advisory Committee during their February and March meetings. In addition, 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. It was 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 (Board) for approval.

Referral Update:

On May 8, 2018, the Board authorized the modification of the AAC Bylaws to (i) increase the number of members from 11 to 13, by adding one member from the Buchanan Field Airport community and one member from the Byron Airport community, and (ii) require all members to complete the Ralph M. Brown Act, the County's Better Government Ordinance, and Ethics Orientation trainings within ninety (90) days of appointment/reappointment, as recommended by the Airports Committee.

On May 11, 2018, a press release was distributed to the public for the two (2) newly created Airport Neighbor positions with an application deadline of June 1, 2018. Airport staff received a total of six (6) applications.

Recommendation(s)/Next Step(s):

Interview the following candidates for two (2) newly created Airport Neighbor seats #1 and #2 on the Aviation Advisory Committee and forward a selection recommendation to the Board for consideration. Candidates to be interviewed are:

- Brian Lax, Discovery Bay
- Marilyn Schuyler, Discovery Bay
- Mark Skilling, Discovery Bay
- Michael Sloan, Brentwood
- Steven Starratt, Discovery Bay
- Donna Dietrich, Pacheco

Fiscal Impact (if any):

None.

Attachments

Brian Lax (Byron Area)

Marilynn Schuyler (Byron Area)

Mark Skilling (Byron Area)

Michael Sloan (Byron Area)

Steven Starratt (Byron)

Donna Dietrich Buchanan Area)

Application Form

Profile

Which Boards would you like to apply for?

Aviation Advisory Committee: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I am a recent Pacific States Academy student studying to be a Private Pilot. My dream is to become a commercial airline pilot for American Airlines.

This application is used for all boards and commissions

Brian

First Name

R

Middle Initial

Lax II

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

Discovery Bay

City

CA

State

94505

Postal Code

[REDACTED]

Primary Phone

Self Employed

Employer

Owner

Job Title

Lawn and towing

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ High School Diploma

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Private Pilot License

Course Studied

2

Hours Completed

Certificate Awarded?

☐ Yes ☒ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

06/04/2015-02/04/2018

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Cashier

Position Title

Employer's Name and Address

Starbucks 455 Market St. San Francisco CA

Duties Performed

Rang customers

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ Other

NextDoor App

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

Aviation Advisory Committee: Submitted

Discovery Bay resident

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I earned my pilot's license when I was 18, and have been involved in the aviation community ever since. My primary involvement has been with the 99s, the international organization of women pilots who provide community service to the aviation community, as well as encourage women and girls to learn how to fly. Serving on the CCAAC would provide me with an additional opportunity to give back to my local community in an area about which I am passionate.

This application is used for all boards and commissions

Marilynn

First Name

L

Middle Initial

Schuyler

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

Discovery Bay

City

CA

State

94505

Postal Code

[REDACTED]

Primary Phone

Schuyler Affirmative Action
Practice

Employer

Principal

Job Title

attorney

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Juris Doctor

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

University of CA, Berkeley

Name of College Attended

Economics

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

BA

Degree Type

May 1987

Date Degree Awarded

College/ University B

Georgetown University Law Center

Name of College Attended

Law

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

Juris Doctor

Degree Type

February 1996

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

6/2010 - current

Dates (Month, Day, Year) From - To

30

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Attorney

Position Title

Employer's Name and Address

Schuyler Affirmative Action Practice 14850 Highway 4, Suite A, #193 Discovery Bay, CA 94505 (703) 675-8782

Duties Performed

Assist federal contractors with affirmative action obligations.

2nd

1987 - current

Dates (Month, Day, Year) From - To

1-5

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Airmarking Coordinator;
Scholarship Fund Board member

Position Title

Employer's Name and Address

Bay Cities Ninety Nines (no physical address)

Duties Performed

Coordinate volunteer service to paint compass rose on airports by women pilots. Administer scholarship fund for chapter scholarships. Also served as International 99s Public Benefit Flying Chair.

3rd

9/2004 - 3/2010

Dates (Month, Day, Year) From - To

32

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Senior Attorney

Position Title

Employer's Name and Address

Morgan, Lewis & Bockius, LLP 1111 Pennsylvania Ave NW, Washington, DC 20004

Duties Performed

Served as Director of Affirmative Action Program Development. Supervised work of the department to ensure that clients received appropriate counsel and work products related to federal contractor compliance

[ResumeMLS_2018.doc](#)

Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ Other

applied for previous opening

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

MARILYNN LOUISE SCHUYLER

EXPERIENCE AND QUALIFICATIONS

SCHUYLER AFFIRMATIVE ACTION PRACTICE (06/10 – date)

Counsel, Washington, DC and Discovery Bay, CA

- Founded law firm as sole proprietor
- Established and chair coalition of academic institutions working together to recommend changes to federal regulations
- Provide legal representation, advice, counsel, and training to clients on federal contractor compliance
- Prepare Affirmative Action Plans in compliance with OFCCP regulations
- Develop and deliver presentations at national and local events on OFCCP compliance issues and affirmative action
- Interviewed on local, national, and international television for work on Supreme Court affirmative action case

MORGAN, LEWIS & BOCKIUS LLP (09/04 – 03/10)

Sr. Attorney & OFCCP Director of Affirmative Action Program Development, Washington, DC

- Managed legal and non-legal staff in producing Affirmative Action Plans for federal contractor clients
- Led clients through audits and represented them before OFCCP in audits
- Provided legal advice and counsel to internal and external clients, including policy development
- Developed and delivered training on EEO and Affirmative Action to internal and external clients
- Produced the firm's Affirmative Action Plans
- Established Toastmaster Chapter to develop professional communication skills for all employees

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, EEO OFFICE (12/02 – 09/04)

Acting Alternative Dispute Resolution Manager & Alternative Dispute Resolution Specialist, Washington, DC

- Advised employees and management in all phases of mediation and facilitated resolution of EEO disputes
- Mediated EEO cases for other federal agencies
- Wrote Affirmative Employment Plans for HUD
- Drafted Final Agency Decisions (FADs)
- Received Performance Awards

UNIVERSITY OF CALIFORNIA, OFFICE OF THE PRESIDENT (01/01-12/02)

Affirmative Action Officer, Oakland, CA

- Managed EEO/ Affirmative Action Program and Reasonable Accommodations Program
- Wrote and disseminated Affirmative Action Plan for UCOP; Developed EEO/ Affirmative Action policies
- Provided training and counsel to managers and staff on EEO/ AA
- Conducted internal investigations of alleged discrimination; represented UCOP in inquiries/ reviews from outside agencies

U.S. DEPARTMENT OF LABOR (07/87-01/01)

Assistant District Director, Office of Federal Contract Compliance Programs, Oakland, CA

- Supervised Equal Opportunity Specialists (GS-9 to GS-12)
- Developed and negotiated conciliation agreements
- Established and maintained public contact with groups representing minorities, women, persons with disabilities, Veterans
- Served as the Department's representative to the newly formed Sacramento Industry Liaison Group
- Received Secretary's Exceptional Achievement Award

Compliance Officer Liaison, Office of Federal Contract Compliance Programs, San Francisco, CA

- Provided consultation and advice to managers in identifying and resolving systemic discrimination cases
- Reviewed appeals and wrote decisions; Conducted Quality Audits of completed investigations
- Headed investigations of high profile cases with novel issues
- Prepared and presented briefings at regional manager meetings, including training in compensation analysis

Regional Civil Rights Officer, Directorate of Civil Rights, San Francisco, CA

- Managed EEO/ AA Program; Investigated complaints of discrimination
- Supervised and trained EEO Counselors; Coordinated the Affirmative Employment Programs

Affirmative Action Officer, Directorate of Civil Rights, Washington, DC

- Developed and produced the annual Department of Labor's Affirmative Action Plan
- Drafted DOL's policy on Reasonable Accommodation; Presented EEO/ AA information to new employees during orientation
- Co-authored "DOL Working Women Count"

Economist, Bureau of Labor Statistics, Washington, DC

- Drafted policy manual on coding occupational injury cases; Analyzed statistical data for use by regional offices
- Received Special Achievement Award for authoring: A Cost Analysis of DOL's Philadelphia ADR Pilot Project

Sr. Field Economist, Bureau of Labor Statistics, San Francisco, CA

- Supervised Economic Assistants who collected data for Consumer Price Index Survey
- Analyzed economic data and wrote monthly reports on economic activity
- Collateral Duties: Federal Women's Program Manager and EEO Counselor

ADDITIONAL EXPERIENCE AND QUALIFICATIONS

99's INTERNATIONAL WOMEN PILOTS ORGANIZATION (1987 – present) Airmarking Chair & Scholarship Fund Board
(2006 - 2008) Chair, Public Benefit Flying Committee

CONTRA COSTA COUNTY EQUAL EMPLOYMENT OPPORTUNITY COUNCIL (2017 – present) Vice-Chair

UNITARIAN UNIVERSALIST CHURCH OF LIVERMORE (2018 – present) Treasurer

AMERICAN ASSOCIATION FOR ACCESS, EQUITY AND DIVERSITY (2016 - 2018) First Vice President

UNITED STATES AIR FORCE AUXILIARY, CIVIL AIR PATROL (2016 – 2017) Senior Member

DISTRICT OF COLUMBIA MULTI-DOOR PROGRAM (2002 – 2015) Mediator in Civil and Small Claims Divisions

WIDER OPPORTUNITIES FOR WOMEN (2014 – 2016) Board Member

INDUSTRY NATIONAL LIAISON GROUP (2012 - 2014) Chair 2014 National Conference

WASHINGTON METRO INDUSTRY LIAISON GROUP (2009 - 2014) President

WASHINGTON AREA WOMEN'S FOUNDATION (2008 – 2014) Rainmaker

NORTHERN VIRGINIA COMMUNITY FOUNDATION (2010 – 2014) Grant Committee

WASHINGTON LEGAL CLINIC FOR THE HOMELESS (2010 – 2011) Attorney Volunteer

LAWYER'S COMMITTEE FOR CIVIL RIGHTS UNDER LAW (2008 - 2009) Attorney Volunteer

ALAMEDA COUNTY BAR ASSOCIATION (1999– 2001) Mediator

CALIFORNIA BAR ASSOCIATION (1998 - 1999) Bar Grader

COMMISSION ON LANDLORD TENANT AFFAIRS, Takoma Park, MD (1995 - 1996) Commissioner

COMMISSION ON THE STATUS OF WOMEN, BERKELEY, CA (1991 - 1992) Commissioner

PUBLICATIONS

"Brief of the American Association for Affirmative Action as *Amicus Curiae* in Support of Respondents in the Supreme Court of the United States, **Fisher v. University of Texas at Austin**," Counsel of Record, August 2012 (2nd brief filed November 2015)

"An Economic Analysis of the Optimal Level of Employment for Children," CCH Labor Law Journal, January 1996

DOL Working Women Count, 1996 (co-wrote)

Evaluating ADR Programs: A Handbook for Federal Agencies, March 1995 (co-wrote)

A Cost Analysis of the Department of Labor's Philadelphia ADR Pilot Project, August 1993

EDUCATION

GEORGETOWN UNIVERSITY LAW CENTER, J.D., February 1996, Poverty Law Journal, Olin Law and Economics Fellowship

UNIVERSITY OF CALIFORNIA, BERKELEY, B.A. Economics, May 1987, Alumni Scholar

BAR MEMBERSHIPS: *Maryland* (1996) *California* (1997) *District of Columbia* (2007) *U.S. Supreme Court* (2007)

Licensed Private Pilot

Application Form

Profile

Which Boards would you like to apply for?

Aviation Advisory Committee: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I have been a resident of Discovery Bay for 18 years and lived in Contra Costa County for almost 40 years. I am licensed private pilot with a commercial rating who operated aircraft out of Buchanan Field and Byron airports for over 20 years. Now, at 58 years old, it's time to give back to the residential and aviation communities that have been so important to me for so long.

This application is used for all boards and commissions

Mark

First Name

C

Middle Initial

Skilling

Last Name


Email Address


Home Address

Suite or Apt

Discovery Bay

City

CA

State

94505

Postal Code


Primary Phone

Global Discoveries, Ltd.

Employer

General Counsel

Job Title

Attorney/Business Executive

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☒ Yes ☐ No

Education History

Select the highest level of education you have received:

☒ Other

JD Law & LIm Taxation

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Colorado College

Name of College Attended

Economics

Course of Study / Major

BA degree

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

Bachelor of Arts

Degree Type

May 1982

Date Degree Awarded

College/ University B

University of the Pacific, McGeorge
School of Law

Name of College Attended

Law

Course of Study / Major

JD Degree

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

Juris Doctor

Degree Type

May 1986

Date Degree Awarded

College/ University C

Golden Gate University

Name of College Attended

Taxation

Course of Study / Major

Llm Degree

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No

Masters of Law - Taxation

Degree Type

May 1996

Date Degree Awarded

Other schools / training completed:

Pilots License

Course Studied

Private with commercial rating

Hours Completed

Certificate Awarded?

☒ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

From January 2014 to present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

General Counsel

Position Title

Employer's Name and Address

Global Discoveries, Ltd 1120 13th Street Modesto, CA 95354

Duties Performed

General legal, business development, sales and management

2nd

September 2016 to present

Dates (Month, Day, Year) From - To

15

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Attorney

Position Title

Employer's Name and Address

Skilling Law PO Box 1362 Discovery Bay, CA 94505

Duties Performed

Law firm with emphasis is representing clients with an interest in excess proceeds following trustee sales (foreclosures).

3rd

September 2011 to May 2015

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Real Estate Broker

Position Title

Employer's Name and Address

Safeway Center Hwy 4 Discovery Bay, CA 94505

Duties Performed

Founder / Owner / Broker of residential real estate office

[Mark C Skilling -
AAC Resume.pdf](#)

Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ Other

Nextdoor Neighbor website

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

My spouse, Jean Skilling, has been a Deputy District Attorney with Contra Costa County for over 30 years. She intends to retire in 2019.

EXPERIENCE:

Global Discoveries, LTD – Legal / Business Development / Operations – Modesto, CA – January, 2014 to Present

Industry Leader in the discovery and recovery of unclaimed funds with a focus on surplus proceeds generated from property tax sales and foreclosures nationally. Responsibilities include legal, business growth, client development, recruitment, sales, and marketing. Established and manage Lender Services Division.

Skilling Law – Legal Practice - Discovery Bay, CA – September 2016 to Present

Legal practice focused on representing prior owners and lien holders in the recovery of excess proceeds from trustee sales (foreclosures).

Accurate Real Estate Services, LLC – Founder / Owner / Broker – Discovery Bay, CA - 2011 to 2015

Full Service Real Estate Brokerage serving East Contra Costa County, CA. Top producing real estate office in East Contra Costa County. Rank #1 by dollar volume in Discovery Bay/Brentwood in 2012.

DAPC, LLC – Founder / Consultant – Discovery Bay, CA - 2008 to 2013

Established company to acquire and resale foreclosures, short sales and REO's. Purchased over 120 residential properties valued at over \$40 million dollars. Responsibilities include targeting of acquisitions, modeling ROI, title research, field profiling, acquisitions, directing construction, managing occupancy, and overseeing property resale.

ForeclosureRadar (renamed PropertyRadar) – COO & VP Business Development – Discovery Bay, CA - 2009 to 2011

Leading SaaS company for aggregated foreclosure data in CA, WA, OR, AZ and NV. Day-to-day management of company operations, marketing, business development, legal and personnel. Managed customer service and vendor relations. Worked directly with the Founder & CEO on short and long term strategic planning and implementation. Worked with engineering team on product development.

Lee & Associates Central Valley, Inc – Shareholder / Founder of Investment Division Martin*Skilling Net Leased Investments – Stockton, CA - 2005 to 2009

Brokered commercial net leased investments. Closed over 50 transactions in 14 States valued at \$125 million dollars ranging from fast food restaurant sale & leasebacks to large retail centers.

Knox Ricksen, LLP – Partner – Oakland, CA - 1994 to 1998 and 2000 to 2005

Practice emphasized construction defect litigation, real estate and tax compliance.

ADAC Laboratories (acquired by Philips Electronics) – Executive Manager - Milpitas, CA - 1998 to 2000

ADAC designed and manufactured nuclear imaging equipment. Duties included oversight of accounts receivable, customer management teams and sales commissions. Direct report to CFO and CEO.

Low, Ball & Lynch – Associate – Walnut Creek, CA - 1990 to 1994

Practice emphasized construction defect and personal injury litigation.

Sedgwick, Detert, Moran & Arnold – Associate –San Francisco, CA - 1986 to 1990

Practice emphasized personal injury litigation.

EDUCATION:

Colorado College, Colorado Springs CO
BA in Economics, 1978 to 1982

University of the Pacific, McGeorge School of Law, Sacramento, CA
JD with Distinction, 1982 to 1986 - Top 10%

Golden Gate University Law School, San Francisco, CA
LLM Taxation, 1994 to 1996

Professional Licenses:

CA Department of Real Estate #01495755 - 2005
CA State Bar Association #125411 - 1986

Application Form

Profile

Which Boards would you like to apply for?

Aviation Advisory Committee: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I have been a resident of Contra Costa County for over 50 years, and I retired from county service in 2006. Since I hold a private pilots license (expired), and wish to contribute my time as a volunteer, the Aviation Advisory Committee seems like a 'good fit'. As a resident and a pilot, I understand both sides regarding the local aviation industry's impact on the county and residential neighborhoods. I have served on many volunteer boards in the past, and I am able to work to find solutions to issues by helping to coordinate committee efforts.

This application is used for all boards and commissions

Michael

First Name

E

Middle Initial

Sloan

Last Name


Email Address


Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code


Primary Phone

Retired

Employer

Lt. of Inspectors - District
Attorney's Office

Job Title

Police Officer

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ High School Diploma

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Diablo Valley College

Name of College Attended

Administration of Justice

Course of Study / Major

60

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Associate of Arts (A.A.)

Degree Type

12/1986

Date Degree Awarded

College/ University B

Saint Mary's College Moraga, CA

Name of College Attended

Business Administration

Course of Study / Major

60

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Bachelor of Arts (B.A.)

Degree Type

02/1989

Date Degree Awarded

College/ University C

Los Medanos College - Pittsburg,
CA

Name of College Attended

Administration of Justice

Course of Study / Major

44

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☐ Yes ☒ No

Basic Law Enforcement Certificate

Degree Type

04/1977

Date Degree Awarded

Other schools / training completed:

Multiple Law Enforcement Training
Classes

Course Studied

1,500+

Hours Completed

Certificate Awarded?

☒ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

05/1995 - 03/2006

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Lieutenant of Inspectors

Position Title

Employer's Name and Address

Contra Costa County District Attorney 900 Ward Street Martinez, CA 94553

Duties Performed

Supervise up to 15 investigators, perform background investigations, supervise and investigate officer involved fatal incidents, coordinate witness relocation program, fleet maintenance manager (10-12 vehicles), evaluate employees, and act as Chief of Investigators in the Chief's absence.

2nd

12/1979 - 05-1995

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Police Corporal

Position Title

Employer's Name and Address

Moraga Police Department 329 Rheem Blvd. Moraga, CA 94556

Duties Performed

Patrol Officer, Routine Investigations, Fraud and Forgery Investigations, Crime Prevention Officer, Accident Investigations, Formed and Supervised the Cadet Program, Supervised Reserve Officer Program, Performed Background Investigation, Lead Training Officer, and assigned as the liaison to the District Attorney's Office.

3rd

02/1977 - 12/1979

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Police Officer

Position Title

Employer's Name and Address

City of Pittsburg 65 Civic Ave. Pittsburg, CA 94563

Duties Performed

Police patrol, accident investigation, field training officer, general investigations, Reserve Officer coordinator.

Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ Other

"Next Door - Summerset" website

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Application Form

Profile

Which Boards would you like to apply for?

Aviation Advisory Committee: Submitted

Byron/Discovery Bay

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I have lived in Discovery Bay since 1982. I am a private pilot with single and multi-engine instrument ratings. I have always had an interest in improving the airports in Contra Costa County. I kept a single engine airplane at Buchanan Field a number of years ago. I am also a certificated small UAS owner and I am very interested in the safe flying of UAVs. I am self employed and I can schedule my time to be available for meetings and events.

This application is used for all boards and commissions

Steven

First Name

B

Middle Initial

Starratt

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

Discovery Bay

City

CA

State

94505

Postal Code

[REDACTED]

Primary Phone

Self

Employer

District Sales Coordinator

Job Title

Insurance

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

None Selected

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Steve Starratt

Duties Performed

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Steve

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Steve Starratt

Duties Performed

Upload a Resume

Final Questions

How did you learn about this vacancy?

None Selected

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☐ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☐ No

If Yes, please identify the nature of the relationship:



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

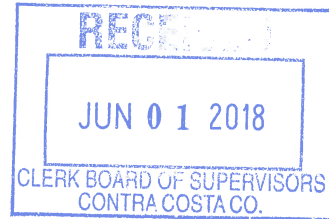
BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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
Contra Costa Advisory Committee At Large Position
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION PRINT EXACT SEAT NAME (if applicable)

1. Name: DIETRICH DOUNNA Bernice
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Pacheco CA 94553
(City) (State) (Zip Code)

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

4. Email Address: [Redacted]

5. EDUCATION: Check

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

Give Highest Grade or Educational Level Achieved Bachelor of Science in Business Administration BSBA

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Duke Valley JC Pleasant Hill, CA</u>	<u>AA</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				<u>06-1970</u>
B) <u>George Mason Univ Fairfax, VA</u>	<u>BSBA w/ emphasis in Acctg + Econ</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				<u>06-1977</u>
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>07.18.17</div> <div>Present</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div></div> <div></div> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Community Mgr</div> <p>Employer's Name and Address <div>Equity Lifestyle Concord Cascade Mobile Home Park 245 Anna Way Pacheco, CA 94553</div> </p> </p>	<p>Duties Performed <div>Responsible for management + administration of a 283 unit mobile home park located across from the air port</div> </p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>2.2006</div> <div>7.2017</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>11</div> <div>5</div> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Community Mgr</div> <p>Employer's Name and Address <div>Braedelock + Logan 455 Blackhawk Plaza Suite 201 Danville, CA 94506</div> </p> </p>	<p>Duties Performed <div>See Resume</div> </p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>6.2004</div> <div>2.2006</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>2</div> <div>8</div> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Assistant Com. Manager</div> <p>Employer's Name and Address <div>JMK Investments The Gate Apartments 100 Ellinwood Pleasant Hill, CA 94</div> </p> </p>	<p>Duties Performed <div>See Resume</div> </p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>10.2002</div> <div>6.2004</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>1</div> <div>6</div> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title <div>Outside Sales Rep</div> <p>Employer's Name and Address <div>Valley Yellow Pages 1855 Olympic Blvd Walnut Creek, CA</div> </p> </p>	<p>Duties Performed <div>See Resume</div> </p>

7. How did you learn about this vacancy?

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

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: 6/1/18

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.

Donna Dietrich

WORK EXPERIENCE

Braddock and Logan Services, Inc., Napa, Concord & Pleasant Hill, CA

Community Manager-Kentwood Apartments, Napa, CA, Aug 2008 - Present

- Responsible for the operations, management, administration and improvements of a 224 residential unit apartment community. Upgraded two-thirds of the units on the property. Liaison between the Owners, staff and residents.
- Trains, coordinates and evaluates the activities of a staff of five; three maintenance and two office staff. Motivates employees to provide exceptional service and performance. Ensure that all company policies and procedures are complied with.
- Utilize YARDI 7S to manage all prospect/resident files. RentCafe is used to process applications, communicate with residents and RentPayment for collection of rent.
- Responsible for the audit of Move-In files to ensure accuracy of required documents. Prepare Statement Of Deposit Accounting after resident move out. Responsible for all rent collection and monitoring of delinquency reports. Actively involved in timely & accurate receipt of rent and minimizing outstanding debt. Ensures resident compliance with lease terms and if necessary handles the evictions for non compliance. Have been successful in representing the community in court during tenant evictions.
- Plan and implement a monthly Resident Retention activity to ensure long term residency. Involved in Out Reach Marketing with major companies in our area and with the local Chamber of Commerce.
- Inspect unit turnovers, grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance. Select vendors, create and administer all purchase orders for the necessary work. Supervised the upgraded of approximately two thirds of the property units.
- Recognition received from upper management regarding my thoroughness and attention to detail in all aspects of my job. Also recognized for my ability to work independently and ensure tasks are completed timely. Have participated on several committees to assist in analyzing and rolling out new company procedures. Excellent verbal and written skills allow me to communicate effectively with residents, staff and other employees within the company.

Community Manager-Lime Ridge Apartments, Concord, CA, Sep 2007 - Aug 2008

- Managed a 70 unit residential apartment community. Supervised one Maintenance Tech that performed all apartment turnovers and apartment maintenance for the residents. Responsible for leasing, rent collection, communication with residents, adherence to budget. Frequently assisted other properties to provide office coverage and assist them with Leasing.

Assistant Manager-Brookside Apartments, Pleasant Hill, CA, Feb 2006 - Aug 2007

- Assisted Manager in operations of 140 unit residential apartment community. Primarily involved in leasing. Interacted with Residents creating work orders for needed maintenance. Received checks for rent and laundry. Created receipt batches and deposited the checks and cash at the bank.

JMK Investments/The Gate Apartments

Assistant Community Manager, Pleasant Hill, CA, Jun 2004 - Feb 2006

- Assisted Manager with the operations of a 112 residential unit property. Primary duties were to prelease any notices before they went vacant. Created purchase orders and scheduled vendors to perform maintenance for the turnovers. Processed vendor invoices to Accounting. Prepared Statement of Deposit Accounting for all residents after move out.

Valley Yellow Pages, Walnut Creek, CA

Outside Sales Representative, Oct 2002 - Jun 2004

- Outside sales rep responsible for cold calling to generate new advertisers for their Yellow Pages advertising. Generally ranked in the top 5% of new business brought in each month. Worked with the customer to create and lay out their advertising based upon the ad size that was sold.

Give Something Back, Oakland, CA

Outside Sales Representative, Jan 2002 - Aug 2004

- Outside sales responsible for selling office, break room, and janitorial supplies as well as office furniture and printing services. Was responsible for increasing sales to the existing customer base and for cold calling to secure new customers for the company for increased growth. Assisted my customers by helping them save time and money on their office products purchases and then worked with them to determine how the company profits were given back to their community organizations.

4-Life/Shaperite, Walnut Creek, CA

Independent Distributor, Jan 1994 - Jan 2004

- Network Marketing of natural herbal products out of Utah. Built a down line organization throughout the US. Responsible for training, motivating and encouraging monthly sales from the distributors. To build the organization and strengthen sales, developed radio advertising for call centers in CA, WA, VA and NY. Was the first single person to achieve Platinum level (highest payout) status in the company.

MCI Telecommunications (1977-1994), Washington DC, Los Angeles & Sherman Oaks, CA

Accountant, Nov 1977 - Dec 1979

- Began as an entry level Accountant preparing monthly billing for their customer base, which at that time, was serving 13 cities.

Senior Accountant, Jan 1982 - Jul 1983

- Promoted to Senior Accountant responsible for monthly preparation of financial documents. Assisted in compiling documentation used by the company in its efforts to fight the Antitrust litigation against AT&T.

Admin and Advantage Manager, Jul 1983 - Sep 1989

- Transferred from the Corporate Office in DC to the Western Regional Office. Responsible for all administrative aspects of the office including supervision of the receptionist. Supervised a staff of three for all purchasing and contract negotiation for the terminal facilities located in Southern California, Arizona and Hawaii. Managed auto-dialer program supervising 15 employees and 20-3rd party installers. My first year saved the company approximately \$1 million in operating expenses. Worked with Regional Director in creating and managing operating budgets for the entire region.

Customer Service Manager, Oct 1989 - Jan 1994

- Supervised a staff of seven responsible for ensuring customer satisfaction with their phone service. As new products or services were rolled out was responsible for selling to the existing customer base.

US Geological Survey, Reston , VA

Procurement and Contracts, Dec 1973 - Oct 1977

EDUCATION

George Mason University, Fairfax, VA

Bachelor of Science in Business Administration, Jun 1977

- Emphasis in both Accounting and Economics.

ADDITIONAL SKILLS

- Proficient in the use of Microsoft Word, Excel, Outlook and YARDI 7S.
- Bachelor of Science Degree in both Accounting and Economics.
- Previous work experience brings strong background in accounting, purchasing, customer service, sales and employee motivation and supervision.
- Great verbal and written communications skills to positively interact with both residents and employees.
- 2016 California Apartment Association "Manager of the Year for a Property with 101 to 250 Units".



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

5.

Meeting Date: 07/18/2018

Subject: Receive update from Aviation Advisory Committee Chair

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter: Maurice Gunderson, Aviation Advisory
Committee Chair

Contact: Beth Lee, (925)
681-4200

Referral History:

Not applicable.

Referral Update:

Recommendation(s)/Next Step(s):

Receive update from Aviation Advisory Committee Chair

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

6.

Meeting Date: 07/18/2018

Subject: Review & approve request use approximately \$49,250 Mariposa Community Benefit Funds to perform update to the Byron Airport Chapter of ALUCP

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 to undertake a General Plan Amendment study for the Byron Airport.

On December 4, 2012, the Contra Costa County Board of Supervisors authorized the use of a portion (up to \$250,000) of the Mariposa Energy Project Community Benefits Fund to perform a General Plan Amendment and related land use and environmental studies for the Byron Airport

Referral Update:

The Byron Airport (Airport) Master Plan, that was approved in 2005 identified a diversity of aviation and aviation-related land uses for the long term build-out and economic sustainability of the Airport. To fully implement the Airport Master Plan, it was necessary to undertake a General Plan Amendment (GPA) process to provide consistency with and allow for the broad range of, contemplated land uses. The GPA requires an environmental analysis of the proposed changes before the amendment can be considered for approval.

The Department of Conservation and Development is managing the GPA process that also includes amendments to the Airport P-1 Planned Unit District Zoning text and the associated environmental analysis. The initial project cost range of \$90,000 to \$250,000, depending on the elements identified during the environmental review, did not include updating the Byron Chapter of the Airport Land Use Compatibility Plan (ALUCP). Updating the Byron Chapter of the ALUCP may be necessary to be consistent with the GPA.

During the course of preparing the GPA process documents, an update to the Byron Chapter of

the ALUCP was deemed necessary in order to be consistent with the GPA and to allow full growth of the airport as envisioned in the Airport Master Plan. The total cost to update the Byron Chapter of the ALUCP is \$49,250. In accordance with the June 8, 2015, Airport Committee directive, Airports staff is requesting an additional \$49,250 of the Mariposa Community Benefit Fund to perform an update to the Byron Chapter of the ALUCP.

Recommendation(s)/Next Step(s):

This is a general discussion regarding the use of a portion of the Mariposa Community Benefit Fund for the Byron Airport ALUCP Chapter update. The Byron ALUCP Chapter update was reviewed and discussed with the Aviation Advisory Committee at their June 7th meeting.

Fiscal Impact (if any):

While the update to the Byron Airport ALUCP Chapter is necessary to provide land use consistency with the approved Byron Airport Master Plan, the GPA, and P-1 Planned Unit District Zoning text amendments, this project is not eligible for Federal Aviation Administration (FAA) funding. To date, \$148,639 has been spent from the Mariposa Community Fund for the GPA process and the Airports Enterprise Fund has paid an additional \$38,020.80 related to the ALUCP update. This funding request is consistent with the Board of Supervisors previously approved use of a portion of the Mariposa Community Benefit Fund for the Byron GPA project. Allocating an additional \$49,250 to the Byron Chapter ALUCP update will result in approximately \$553,165 remaining in the Mariposa Community Benefit Fund for other Byron Airport projects.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

7.

Meeting Date: 07/18/2018

Subject: Discuss the revision to the Buchanan Field and Byron rates and charges

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 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 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):

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

DRAFT Rate & Charges for BOS Approval 2018

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on _____, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Resolution No. 2018/_____

Subject: In the Matter of Proposed Rates, Charges and Regulations Related Thereto for Space Rental and Services Provided at Buchanan Field and Byron Airport

The Board of Supervisors of Contra Costa County, California RESOLVES that:

The purpose of this resolution is to amend and supersede Ordinance No. 94/286, and amendments thereto, establishing charges, rates, fees and regulation related thereto for space rental and services provided by Contra Costa County at Buchanan Field and Byron Airport, effective January 1, 2019.

Periodic adjustment of rates and charges is appropriate in order to achieve the Contra Costa County Public Works Airports Division's goals of positioning Buchanan Field and Byron Airports to be competitive in the regional marketplace and recovering costs of operating and maintaining the airports from the rent, charges, and fees paid by tenants and users of the two airports.

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 is validated by an Airport business *
	Itinerant Parking – Transient Ramp or Any Other Approved Location	50 ft. or larger		\$ 25.00	Fee may be waived is 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 is 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 is validated by an Airport business *
	Transient Overnight Hangar Rental		\$ 50.00		

*Airport business must be enrolled in the Airports' 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)
Byron:	Storage/Half Hangar Units	\$ 185.00	Every Three Years by 3-Year Average CPI Change (rounded to nearest whole dollar)
	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 obtain tenancy during the rent credit month).

Refer a business that enters into a lease agreement with the County and after 6 months of their operation you will receive an equivalent of 2% of what the County receives from the 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:

\$25 Late Fee – For Certificates Provided up to 30 Days after Existing Certificate has Lapsed

\$50 Late Fee – For Certificates Provided up to 60 Days after Existing Certificate has Lapsed

\$75 Late Fee – For Certificates Provided up to 90 Days after Existing Certificate has Lapsed

NOTE: Failure to Provide an Insurance Certificate within 90 Days after Existing Certificate has Lapsed is Default and Grounds for Termination

Gate Access Control Cards:

Deposit \$ 30.00

Replacement of Lost or Damaged \$ 30.00

\$ 15.00

Flight Instructor Registration:

Annually \$ 25.00

Aircraft Mechanic Registration:

Annually \$ 25.00

Landing Fees:

Under 12,500 lbs. \$ 10.00

12,500 lbs. and over \$ 25.00

*Landing fees apply to commercial operations that are not under an agreement with the County.

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 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

Replacement Badge \$ 30.00

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

\$115 per 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.

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

\$120 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.

Property (such as putting spray paint on the airfield pavement):

Cost of time and materials necessary to restore property for former condition

Aircraft Improperly Parked & Obstructs Operations or Compromises Safety Fee:

Relocation fee \$ 100.00 Per Hour or Partial Hour

Miscellaneous Fees Applicable to Both Airports (Continued):

Aircraft Obstruction Runway and/or Taxiway:
The First Two (2) Hours are Free but \$500 for Each Thirty Minutes or Portions Thereof Following the First Hour

Lessor Processing and Transaction Fee for Tenants Requests to Amend 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

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 the 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 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



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

8.

Meeting Date: 07/18/2018

Subject: Discuss the Buchanan Field Airport Layout Plan update and runway extensions analysis

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

The Buchanan Field ALP needs to be updated to identify future facility needs, land use designations on airport and development direction. County staff sent a project-specific technical services solicitation to the five on-call consultants in order to determine the most qualified firm to perform this work. Public Works and Airports Division staff reviewed the proposals and determined unanimously that Kimley-Horn was the preferred consultant for this work.

On December 13, 2016, the Board approved and authorized the Director of Airports, or designee, to (i) submit and Airport Improvement Program (AIP) grant application to both the Federal Aviation Administration (FAA) and Caltrans, and (ii) sign an acceptance of funds under the California Aid to Airports Program Grant Agreement – Federal AIP Matching Funds grant program to perform an ALP update. The grant funds can be used to reimburse the Airport Enterprise Fund. In addition, the Board approved and authorized the Chair of the Board to sign a Statement of Acceptance with the FAA for grant funds to perform an ALP update. The Airports Division requested authority to execute a two year contract (July 1, 2017 through June 30, 2019) with Kimley-Horn for \$309,400 to perform the engineering and planning for the Buchanan Field ALP update project.

Referral Update:

Airport staff are currently looking at options to understand the cost, implications and benefits in order to make a more informed decision as to the future of Buchanan Field in regards to a runway extension analysis. At the May 10, 2018 Aviation Advisory Committee meeting, a motion was made to add a runway extension analysis to the ALP update.

Recommendation(s)/Next Step(s):

Discuss the Buchanan Field ALP update and runway extensions analysis. This is a continuing discussion from the March 8, 2017 Airport Committee meeting regarding an update to Buchanan Field's ALP and runway extension analysis.

Fiscal Impact (if any):

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

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

9.

Meeting Date: 07/18/2018

Subject: Discuss the Full-scale emergency exercise week of October 15-19

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

The Contra Costa County Public Works Airports Division is planning for a Tri-Annual Full Scale Emergency exercise and training week from October 15th – 19th. Airports are required to conduct an annual table top exercise of the Airport Emergency Plan. Every third year, busy commercial airports are required to conduct a full scale exercise of the Airport Emergency Plan. While this requirement does not currently apply to Buchanan Field, the Airports Division has determined that it would be better to start conducting these exercises now, in order to be prepared should they be required in the future. The full scale exercise will allow for improved aviation emergency response by Aircraft Rescue Fire Fighting (ARFF), ConFire and Sheriff personnel as well as by mutual aid units.

Referral Update:

The Airports Division has entered into a contract with Industrial Emergency Council (IEC) based out of Menlo Park, CA to provide onsite training from October 15th -19th, 2018. This training will include two days of live fire exercises solely for ARFF personnel to fulfill the annual live fire training requirements of the FAA. The remaining three days will be mutual aid training days with ConFire. The three days selected to cover each shift at the first responding ConFire stations (5, 6, and 9). The "B" shift day will be the Full Scale exercise and will include response from ConFire, Contra Costa County Sheriff Office, Office of Emergency Services as well as medical units attached to ConFire.

Recommendation(s)/Next Step(s):

Staff will continue to prepare for the Full Scale exercise. This will include gathering the training syllabus from IEC and preparing the scenario for the mutual aid training days

Fiscal Impact (if any):

The total cost to the Airport Enterprise Fund will be approximately \$25,000. Some of these costs will be offset by covering the annual live burn requirement of the FAA that the Airports Division usually sends ARFF staff to at facilities approved by the FAA. Those facilities usually cost \$2,500 per ARFF personnel after including travel and lodging. With nine ARFF personnel on staff, that will defer up to 75% of the cost while providing better training with mutual aid personnel.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

10.

Meeting Date: 07/18/2018

Subject: Discuss the Buchanan Field aircraft hangar (F row) re-skinning and door replacement project

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

The Contra Costa County Public Works Airports Division is in process of improving F Row of the East Ramp hangars at Buchanan Field. The hangar row reverted to the County around 2007, after a long-term lease had expired. The hangar siding is in poor condition and the cost to repaint is comparable to the cost of fully replacing the material. In addition, the doors have become difficult for many of our tenants to operate and it is more cost effective to replace them when the siding has been removed.

Referral Update:

Plans and specifications have been prepared for the Airports Division by an experienced airport engineering firm. The project consists of replacing the existing hangar siding and doors with new materials. There are seven rows of hangars and the intent is to improve all of them over time. The East Ramp F Row hangars will be the first as it is the most visible from the surrounding community.

The Department of Conservation and Development has determined that this project is a Categorical Exemption under Section 15302(c) (Class 2) of the California Environmental Quality Act. The Notice of Exemption (County file CP #18- 06) was administratively approved on March 13, 2018. While a Categorical Exemption has been determined, our department requires that the Board authorize the Public Works Director, or designee, to advertise a project for bids.

Recommendation(s)/Next Step(s):

Staff is completing the construction bid package. Depending on the completion timing, the project may proceed in later 2018 or spring 2019.

Fiscal Impact (if any):

The cost of the improvement project is expected to be at least \$496,500. The cost is expected to increase by \$192,000 if we include replacing the roof as part of the project. If we add installation of gutters, the cost is expected to increase by an additional \$18,000. The project will be entirely funded by the Airport Enterprise Fund.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

11.

Meeting Date: 07/18/2018
Subject: Discuss the AOPA Fly-In event in 2021 or 2022
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

None.

Referral Update:

On May 10, 2018, Airport staff submitted a letter of interest to the Airport Owners and Pilots Association (AOPA) to host the AOPA event in 2021 or 2022. On May 31, 2018, staff and stakeholders met to have a conference call with the AOPA Outreach and Events Senior Director to discuss general topics around airfield capacity, event venue dynamics, local city participation, local aviation groups and volunteers, etc..

Recommendation(s)/Next Step(s):

Discuss the AOPA Fly-In event in 2021 or 2022. This a general discussion about the proposed event that would take place at Buchanan Field Airport.

Fiscal Impact (if any):

This is a general discussion about the proposed event.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

12.

Meeting Date: 07/18/2018
Subject: Discuss the three acre Business Park 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 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's 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.

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.

Referral Update:

On Tuesday, April 10, 2018, the Board approved to lease with Montecito to develop a business park on the northeast corner of Marsh and Sally Ride Drive. Montecito will next start the building process.

Recommendation(s)/Next Step(s):

Montecito is looking to break ground within seven to eight months.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

13.

Meeting Date: 07/18/2018

Subject: Discuss the 4.6 development project 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, 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 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 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 for review and consideration. The environmental review process will proceed on a parallel path and will be scheduled for the Board's 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.

The 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'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.

Referral Update:

The prior selected master developer was unable to perform. Airport staff proactively solicited for new development interest in the parcel. The solicitation closed on Friday, April 13, 2018 at 4 PM.

Recommendation(s)/Next Step(s):

This is a general discussion about the status of the proposed project. Stage two [Request for Proposals (RFP)] will begin and a selection committee will commence to evaluate those proposals. The tentative RFP review date is June 13, 2018.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

14.

Meeting Date: 07/18/2018
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):

Not applicable.

Fiscal Impact (if any):

Not applicable.

Attachments

No file(s) attached.
