



Agenda

AIRPORTS COMMITTEE

October 31, 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 July 18, 2018.
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 an update from the Aviation Advisory Committee (Maurice Gunderson, Aviation Advisory Committee Chair).
5. Receive an update from District III Supervisor and Airport staff regarding Unmanned Aerial System (UAS) opportunities in Contra Costa County.
6. Discuss the Buchanan Field and Byron Airport Rates & Charges Board resolution and public hearing that took place on October 16, 2018 at 9:30 a.m. at the Board Chambers located at 651 Pine Street in Martinez.
7. Discuss and approve the Public Works Department-Airports Division's request for ongoing approval to submit federal, state, and local grant applications for airport related design, planning, construction, and equipment valued at less than \$500,000.
8. Review and discuss the F-row hangar re-skinning and door replacement project that began on September 11, 2018 at Buchanan Field Airport.
9. Review and discuss the Federal Aviation Administration grant for the 14L/32R Runway construction project.
10. Review and discuss the full-scale airport emergency exercise that took place on October 15-19, 2018 at the Buchanan Field Clubhouse ramp.

11. The next meeting is currently scheduled for February 13, 2019 at 11:00 AM.
12. Future agenda items
13. Adjourn

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

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

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

For Additional Information Contact:

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



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

2.

Meeting Date: 10/31/2018

Subject: Review and Approve record of meeting for July 18, 2018

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 July 18, 2018

Fiscal Impact (if any):

Not applicable.

Attachments

Airport Committee Minutes 7-18-18

DRAFT



Agenda

AIRPORTS COMMITTEE

July 18, 2018
12:00 PM

Director of Airport 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 Burgis began introductions around the room and welcomed the attendees.

2. Review and approve record of meeting for March 14, 2018 (Chair)

March 14, 2018 minutes were approved. Yes: Chair Supervisor Burgis and Vice Chair Supervisor Mitchoff, No: none; absent: None.

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 no public comment.

4. Interview the following candidates for two (2) newly created Airport Neighbor seats #1 and #2 on the Aviation Advisory Committee.

Interviews were conducted for the Airport Neighbor – Byron and Airport Neighbor – Pacheco seats. At the conclusion of the interviews, the Airport Committee determined that it would recommend to the Board of Supervisors (Board) the appointment of Donna Dietrich and Steven Starratt to the Aviation Advisory Committee (AAC) and directed staff to forward the recommendation to the Board on August 7, 2018.

5. Receive update from Aviation Advisory Committee (AAC) Chair (Maurice Gunderson, AAC Chair)

On behalf of AAC Chair Maurice Gunderson, Vice Chair, Tom Weber gave an update on a number of topics that included: noise outreach, the Aircraft Owners and Pilots Association (AOPA) regional fly-in event, request of Mariposa Community Benefit Funds, 4.6 acre development at Buchanan Field, proposed Byron Airport public viewing plaza, and a memorial to acknowledge individuals and business who contributed to the Buchanan Field viewing plaza.

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

Airports staff is requesting an additional \$49,250 of the Mariposa Community Benefit Fund to perform an update to the Byron Chapter of the Airport Land Use Compatibility Plan (ALUCP). In 2012 the Board authorized the use of a portion of the Mariposa Energy Project Community Benefits Fund to perform a General Plan Amendment (GPA) and related land use and environmental studies for the Byron Airport. The initial project did not include updating the Byron Chapter of the ALUCP. Updating the Byron Chapter of the ALUCP may be necessary to be consistent with the GPA.

A motion was made to approve Airport staff to use a portion of Mariposa Community Benefit Funds (\$49,250) to update the ALUCP.

Moved by Airport Committee Chair Supervisor Burgis, seconded by Airport Committee Vice Chair Supervisor Mitchoff.

7. Discuss the revision to the Buchanan Field and Byron rates and charges

The final draft for Contra Costa County Airports' Rates and Charges were presented to the Airport Committee for final review and comment before bringing it before the Board. Keith Freitas brought up a few items to the AAC's attention including: 1) new insurance certificate late fees; and 2) new runway/taxiway obstruction fees.

A motion was made to approve the proposed rates and charges and for staff to bring before the Board.

Moved by Airport Committee Chair Supervisor Diane Burgis, seconded by Airport Committee Vice-Chair Supervisor Karen Mitchoff.

8. Discuss the Buchanan Field Airport Layout Plan update and runway extensions analysis

The Airports division received a federal grant to update the ALP. Along with updating the various land uses, staff would also like to perform an updated analysis of a runway extension. Airport staff are currently looking at options to understand the cost, implications and benefits in order to make an informed decision as to the future of Buchanan Field. Staff will continue to provide updates for the proposed project.

9. Discuss the Full-scale emergency exercise week of October 15-19

A full-scale emergency exercise will take place at CCR the week of October 15-19, 2018. The full-scale exercise will allow for improved aviation emergency response by Aircraft Rescue and Firefighting (ARFF), Contra Costa County Fire Protection District, and Sheriff personnel as well as by mutual aid units. Vice Chair Supervisor Mitchoff advised Airport staff to work with the County Public Information Officer (PIO) on notifying the surrounding communities. Staff agreed and are working to schedule a meeting with the various PIOs of these departments.

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

Airport staff are in the process of improving the F-row hangars on the East Ramp at Buchanan Field. The project is expected to last seventy working days and consists of replacing the existing hangar siding and doors with new materials. Staff is completing the construction bid package. The project's estimated cost is approximately \$700,000. Depending on the completion timing, the project may proceed in later 2018 or spring of 2019.

11. Discuss the AOPA Fly-In event in 2021 or 2022

The AOPA holds annual fly-in events at several airports around the county. Airport staff discussed hosting an AOPA event in the year 2021 or 2022. Staff has the support from the three Fixed-Based Operators (FBO) at Buchanan Field. Before staff requests approval from the Board, they asked the Airport Committee for input regarding the proposed event. The Airport Committee was supportive and stated the event would bring in thousands of pilots to the area and would be a positive approach in marketing both airports.

12. Discuss the three acre Business Park at Buchanan Field

This piece of property is located on the northeast corner of Marsh and Sally Ride Drive. On April 10, 2018, the Board approved to lease with Montecito Commercial Group to develop an industrial business park. Montecito is currently working with the Department of Conservation and Development to get building permit approval and is looking to break ground within seven to eight months.

13. Discuss the 4.6 development project at Buchanan Field

This piece of property is located on the northwest corner of Marsh Drive and Solano Avenue. Airport staff put out a solicitation and received multiple letters of interest, initially. Staff then sent out a Request for Proposals and received two in return. A selection committee ranked the two proposals – the top ranked proposal was a partnership between StoragePRO, Inc. and Deutscher Properties Corporation and the second ranked proposal was from Montecito Commercial Group, LLC.. In June, the Board approved staff to negotiate a ground lease in priority ranking order. The top ranked entity is proposing a combination of storage units and office space.

14. Future Agenda Items

Review and discuss updates on the Enterprise Rent-A-Car development at Buchanan Field.

15. The next meeting is tentatively scheduled for Wednesday, September 12, 2018 at 11:00 a.m..

16. Adjourn

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For Additional Information Contact:

Keith Freitas, Committee Staff
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keith.freitas@airport.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

4.

Meeting Date: 10/31/2018

Subject: Receive an update from the 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:

Not applicable.

Recommendation(s)/Next Step(s):

Receive an update from the Aviation Advisory Committee (Maurice Gunderson, Aviation Advisory Committee Chair).

Fiscal Impact (if any):

Not applicable.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

5.

Meeting Date: 10/31/2018

Subject: Receive an update from District III Supervisor and Airport staff regarding Unmanned Aerial System (UAS) opportunities in Contra Costa County

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

On January 16, 2018, the Board ratified the execution of a Letter of Intent between the County and the California Department of Technology to partner in participating in the FAA sponsored UAS Integration Pilot Program (IPP).

Referral Update:

District III and Public Works Department-Airports staff continue to explore business opportunities with UAS companies. On October 8, 2018, 3DR conducted UAS pavement inspection testing at the Byron Airport. The test was successful and 3DR has requested that the County consider additional testing opportunities at Byron and Buchanan Field.

Recommendation(s)/Next Step(s):

Receive an update from District III Supervisor and Airport staff regarding Unmanned Aerial System (UAS) opportunities in Contra Costa County. Continue to work with various UAS entities to explore business and partnership opportunities.

Fiscal Impact (if any):

The fiscal impact has generally been limited to the Airport Enterprise Fund and associated with staff time.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

6.

Meeting Date: 10/31/2018

Subject: Discuss the Buchanan Field and Byron Airport Rates & Charges Board resolution and public hearing that took place on October 16, 2018

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 July 18, 2018 regarding the Airports Division's strategic planning and implementation process for an identified priority projects. The Board of Supervisors convened a public meeting on October 16, 2018, relative to adopting a new resolution that will supersede Resolution 94/286 to adopt new rates and charges for Buchanan Field Airport and Byron Airport. The County did not receive any written presentations on, and the public speakers spoke in favor of, the proposed new rates and charges. Thus, the Board voted to adopt the new rates and charges resolution (Resolution 2018/524).

Recommendation(s)/Next Step(s):

Discuss the Buchanan Field and Byron Airport Rates & Charges Board resolution and public hearing that took place on October 16, 2018 at 9:30 a.m. at the Board Chambers located at 651 Pine Street in Martinez. The new rates and charges will go into effect on January 1, 2019.

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

Notice of Public Hearing

Resolution 2018/524

Pay Scale Range

**NOTICE OF A PUBLIC HEARING BEFORE THE
THE BOARD OF SUPERVISORS OF THE CONTRA COSTA
COUNTY PUBLIC WORKS – AIRPORTS DIVISION**

NOTICE OF PUBLIC HEARING AND AVAILABILITY OF DATA

The Contra Costa County Board of Supervisors will hold a public hearing on October 16, 2018, at 9:30 a.m. in the Board of Supervisors' Chambers, O'Brien Administration Building, 651 Pine Street, Martinez, California, to consider adopting Resolution No. 2018/****, which will supersede Resolution 94/286, to adopt new rates and charges for Buchanan Field Airport and Byron Airport. If adopted, the new rates and charges will go into effect on January 1, 2019. Oral and written presentations can be made at the hearing.

At least 10 days before the hearing, a copy of the proposed resolution, and all background materials regarding the cost charged for airport staff time to provide the services and the revenue sources anticipated for funding those costs, will be available for inspection and copying at the Office of the Clerk of the Board of Supervisors located at the above address, and at the office of the Contra Costa County Director of Airports, located at 550 Sally Ride Drive, Concord, California.

David Twa, Clerk of the Board of Supervisors and
County Administrator

Dated: October 2, 2018

By: _____
Deputy Clerk

Resolution No. 2018/524

IN THE MATTER OF APPROVING RATES AND CHARGES FOR
BUCHANAN FIELD AIRPORT AND BYRON AIRPORT

WHEREAS, there is a need to establish new rates and charges for space rental and the services provided at Buchanan Field Airport and Byron Airport in order to allow the County's airports to continue to be financially self-sustaining, as required by the United States Department of Transportation Federal Aviation Administration (FAA); and

WHEREAS, the Director of Airports has developed a schedule of rates and charges for the use of the County's airports and their facilities, taking into account the FAA Policies regarding the Airport Rates and Charges and the California State Controller's Office Division of Accounting Standards and Procedures for Counties; and

WHEREAS, FAA Policy 2.1 (Federal Register Vol. 61, No. 121, RIN 2120-AF90, Docket No. 27782) permits rates and charges to be set by resolution; and

WHEREAS, notice of hearing of the proposed rates and charges was published twice in the manner set forth in section 6062a of the Government Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Contra Costa County as follows:

1. The Board hereby establishes those rates and charges shown on Exhibit A, attached hereto and incorporated herein.
2. The Board finds the adoption of the rates and charges established by this resolution is categorically exempt from the California Environmental Quality Act pursuant to Title 14, California Code of Regulations, section 15273(a)(1) and (2).

PASSED AND ADOPTED by the Board of Supervisors at a regular meeting held on October 16, 2018.

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I. RATES FOR AIRCRAFT TIE-DOWN AND TRANSIENT PARKING

Location/Type	Aircraft Wingspan	Monthly Rate	Daily Rate
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A. BUCHANAN FIELD

Tie-Down

Gravel Area.....	40 feet or less	\$ 35.00	
Northwest Ramp.....	40 feet or less	\$ 45.00	
Southwest Ramp.....	40 feet or less	\$ 45.00	
East Ramp Rows B through K.....	40 feet or less	\$ 55.00	
East Ramp Row A.....	40 feet or less	\$ 85.00	

Transient Parking

Itinerant Parking – Transient Ramp*.....	Under 50 feet	\$ 5.00
Itinerant Parking – Transient Ramp*.....	50 feet or more	\$ 25.00
Transient Daily Small Hangar Rental.....			\$ 65.00
Transient Daily Medium & Large Hangar Rental.....			\$110.00

B. BYRON

Tie-Down

Ramp.....	Under 40 feet	\$ 35.00	
Between Hangars.....	Under 40 feet	\$ 45.00	

Transient Parking

Itinerant Parking – At any Transient Ramp*.....	Under 50 feet	\$ 5.00
Itinerant Parking – At any Transient Ramp*.....	50 feet or more	\$ 25.00
Transient Daily Hangar Rental.....			\$ 50.00

*Fee may be waived if parking is validated by an airport business that is enrolled in the Airports’ Overnight Parking Fee Waiver Program.

II. RATES FOR MONTHLY HANGAR RENT FOR AIRCRAFT STORAGE

<u>Location/Type</u>	<u>Monthly Rent*</u>
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A. BUCHANAN FIELD

Small/Medium Portable Hangar – Ground Rent.....	\$ 115.00
Large Portable Hangar – Ground Rent.....	\$ 130.00
Shade Hangar – South Facing.....	\$ 140.00
Shade Hangar – North Facing.....	\$ 165.00
T-Hangar – South Facing.....	\$ 350.00
T-Hangar – Modernized South Facing.....	\$ 370.00
T-Hangar – North Facing.....	\$ 370.00
T-Hangar – Modernized North Facing.....	\$ 390.00
Medium Hangar – South Facing.....	\$ 470.00
Median Hangar – Modernized South Facing.....	\$ 490.00
Medium Hangar – North Facing.....	\$ 490.00
Median Hangar – Modernized North Facing.....	\$ 510.00
Large Hangar – South Facing.....	\$ 600.00
Large Hangar – Modernized South Facing.....	\$ 620.00
Large Hangar – North Facing.....	\$ 620.00
Large Hangar – Modernized North Facing.....	\$ 640.00
Executive Hangar – South Facing.....	\$ 470.00
Executive Hangar – Modernized South Facing.....	\$ 490.00
Executive Hangar – North Facing.....	\$ 490.00
Executive Hangar – Modernized North Facing.....	\$ 510.00
Storage/Half Hangar Units.....	\$ 185.00

B. BYRON

T-Hangars.....	\$ 260.00
Portable Hangar – Ground Rent.....	\$ 96.00
Large Portable Hangar – Ground Rent.....	\$ 120.00
Storage/Half Hangar Units.....	\$ 140.00

Note: Rents increase every 3 years on January 1 by an amount equal to the 3-year average CPI change (rounded to the nearest whole dollar) ending October 31st, not to exceed 6%.

III. HANGAR RENTAL RATE DISCOUNTS – APPLICABLE TO BOTH AIRPORTS

- A. A tenant who prepays 12 months in advance will receive a 3% reduction in rent for the 12-month period. There is a maximum discount of \$1,000 per year.
- B. A hangar tenant who refers a pilot who rents a tie-down or hangar will receive a one-time \$50 rent credit after 6 months of tenancy by the referred pilot. A tie-down tenant who refers a pilot who rents a tie-down or hangar will receive a one-time \$15 rent credit after 6 months of tenancy by the referred pilot. (In all cases, the referred pilot must continue to be a tenant during the rent credit month.)
- C. A tenant who refers a business that enters into a lease agreement with the County will receive, after their sixth month of operation at the airport by the referred business, an amount equal to 2% of the amount the County receives from the business each month for the subsequent 6-month period. (The maximum benefit is \$1,000 over 6 months and the business must continue to be a tenant during the rent credit period.)
- D. Frequent tenant discount: A tenant who rents more than one hangar or tie-down at a time will receive a 5% discount on rent for each additional hangar or tie-down space. (The discount applies to the lowest-priced rent and there is a maximum discount of \$1,500 per year.)
- E. A person who obtains a pilot's license through a business located on Buchanan Field or Byron Airport and then rents a hangar or tie-down from the County will receive, after the second month of tenancy, a one-time \$50 rent credit on the hangar or a \$15 rent credit on the tie-down.

IV. MISCELLANEOUS FEES APPLICABLE TO BOTH AIRPORTS

A. Fixed Fees

Hangar Swap Fee.....	\$ 100.00 Per Tenant
Hangar Upgrade/Move Fee.....	\$ 100.00 Plus*
Hangar Agreement Modification/Change Fee.....	\$ 100.00 Per Occurrence

*In addition to the \$100 upgrade/move fee, tenant must pay the rent for both locations until tenant is fully out of the original location

1. Insurance Certificate Late Fees

Up to 30 Days after Existing Certificate has Lapsed.....	\$25.00 Late Fee
Up to 60 Days after Existing Certificate has Lapsed.....	\$50.00 Late Fee
Up to 90 Days after Existing Certificate has Lapsed.....	\$75.00 Late Fee

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

2. Gate Access Control Cards

Deposit.....	\$ 30.00
Replacement of Lost or Damaged.....	\$ 30.00
Reactivation Fee Per Occurrence	\$ 15.00

3. Flight Instructor Registration

Annually.....	\$ 100.00
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4. Aircraft Mechanic Registration

Annually.....	\$ 100.00
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5. 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.

6. 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)

7. Airport Movement Area Authorization/ID Badge

Issuance.....	No Cost
Replacement Badge Per Occurrence.....	\$ 30.00

IV. MISCELLANEOUS FEES APPLICABLE TO BOTH AIRPORTS (CONTINUED)

8. Driver/Fueler Training

First Training Class.....	No Cost
Each Subsequent Training Class.....	\$ 300.00
Replacement Badge.....	\$ 30.00

B. Variable Fees

1. Airport Sweeper, Fire Hydrant Clean Out, or Other Assistance Fee

\$125.00 per hour for each airport personnel. This fee will be increased annually on July 1 for each year after July 1, 2018, according to the change in the Consumer Price Index (CPI) for the preceding one-year period ending April 30 of each year and rounded to nearest whole dollar.

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

\$125.00 per hour or partial hour for each airport personnel. This fee will be increased annually on July 1 for each year after July 1, 2018, according to the change in the Consumer Price Index (CPI) for the preceding one-year period ending April 30 of each year and rounded to nearest whole dollar.

3. Property Fees (such as putting spray on the airfield pavement)

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

4. Aircraft Improperly Parked & Obstructs Operations or Compromises Safety Fee

Relocation fee.....\$ 125.00 Per Hour or Portion of an Hour

5. Aircraft Obstruction Runway and/or Taxiway Fees

There is no charge for the first two (2) hours after a runway obstruction occurs. After the first two hours, there is a charge in the amount of \$500 for each thirty minutes or portion thereof.

6. Property Development

The developer is responsible for all costs associated with the development of airport property, including environmental review, design, and construction, but excluding Airport staff's time. Upon the County's acceptance of a developer's proposal, the developer is required to make a good faith deposit of \$10,000.

If within six months of the proposal's acceptance by the County, the developer fails to make meaningful progress in developing the agreed-upon development, as determined by the County's Director of Airports, one-half of the security deposit will be non-refundable.

If within twelve months of the proposal's acceptance by the County, the developer fails to make meaningful progress in developing the agreed-upon development, as determined by the County's Director of Airports, the entire security deposit will be non-refundable.

If the developer enters into a long-term lease with the County for the site of the development, the remaining portion of the good faith deposit will be applied to the cost to the Airport of putting the lease in place, excluding the cost of Airport staff's time, but including the cost of other County staff's time. At developer's election, any remaining balance will be refunded to the developer or applied to ground rent.

Contra Costa County Airports Pay Scale Range

Administration – 7 Staff members	Salary & Overhead*	Average Hourly Rate (Total hourly rate / 7 Staff members)
1	\$104/hour	
2	\$ 185/hour	
3	\$91/hour	
4	\$84/hour	
5	\$ 140/hour	
6	\$ 57/hour	
7	\$ 211/hour	
Total	\$ 874/hour	\$125/hour
Operations – 7 Staff Members		Average Hourly Rate (Total Salary / 7 Staff members)
1	\$162/hour	
2	\$178/hour	
3	\$118/hour	
4	\$138/hour	
5	\$126/hour	
6	\$116/hour	
7	\$98/hour	
Total	\$936/hour	\$134/hour
<p>One or more authorized staff members may be involved with providing any one service.</p> <p>*Anticipates salary adjustments by early 2019</p>		



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

7.

Meeting Date: 10/31/2018

Subject: Discuss and approve the Public Works Department-Airports Division's request for ongoing approval to submit federal, state, & local grant applicat

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Russell Milburn (925) 681-4200

Referral History:

The Contra Costa County Public Works Airports Division frequently applies for Federal Aviation Administration and State of California Caltrans Division of Aeronautics aviation related grants. These grants typically have years long lead times and allow ample time for Board authorization for each project. However, many other federal, state and local grant funding sources have very short submittal deadlines which do not allow for advance Board authorization. This results in the Airports Division not applying for these grants.

Referral Update:

New item.

Recommendation(s)/Next Step(s):

Discuss and approve the Public Works Department-Airports Division's request for ongoing approval to submit federal, state, and local grant applications for airport related design, planning, construction, and equipment valued at less than \$500,000. If supported by the Airports Committee the Airports Division Airport staff would work with County Counsel and CAO to develop a Board Order recommending authorization for the Director of Airports to submit grant applications for applicable aviation related federal, state and local grants, not to exceed \$500,000.

Fiscal Impact (if any):

Applying for federal, state and local grants will have no fiscal impact on the County General Fund. Any grant funding accepted by the County on behalf of the Airports Division would directly benefit the Airport Enterprise Fund providing funds for other airport improvements and or services.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

8.

Meeting Date: 10/31/2018

Subject: Review and discuss the F-row hangar re-skinning and door replacement project that began on September 11, 2018 at Buchanan Field Airport

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 40-year 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. 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.

Referral Update:

This is a continuing discussion from the July 18, 2018, meeting. The project was advertised, and the County received two bids. Eagle Builders was the lowest responsible bidder and was awarded the contract on July 24, 2018. Work started on September 11, 2018 and is proceeding on schedule.

Recommendation(s)/Next Step(s):

Review and discuss the F-row hangar re-skinning and door replacement project that began on September 11, 2018 at Buchanan Field Airport. The project should be completed by late December 2018.

Fiscal Impact (if any):

The cost of the improvement project is \$650,000 which also includes installation of gutters. A portion of the roof needs to be replaced and sealed; we will be receiving a cost estimate. We will compare the cost to fix the roof to the cost to fully replace the roof and vents (\$150,000) in order to determine the preferred approach. The project is entirely funded by the Airport Enterprise Fund.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

9.

Meeting Date: 10/31/2018

Subject: Review and discuss the Federal Aviation Administration grant for the 14L/32R Runway construction project

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Russell Milburn (925) 681-4200

Referral History:

In December of 2016, the Board authorized the Director of Airports to submit applications and accept FAA and California Department of Transportation grants related to Runway 14L/32R pavement reconstruction.

Referral Update:

In August of 2017 the FAA and California Department of Transportation awarded a grant for approximately \$261,000 to the County to complete the design and engineering portion of the Runway 14L/32R pavement reconstruction project. The design of the project is now winding down and a construction bid package is expected to be advertised in early 2019. In September of 2018, Airport staff submitted an application for approximately \$3,800,000 to complete the construction portion of the project.

Recommendation(s)/Next Step(s):

Review and discuss the Federal Aviation Administration grant for the 14L/32R Runway construction project. If the FAA awards the grant to complete the pavement reconstruction of Runway 14L/32R the project is expected to start in August of 2019 and be completed by December of 2019.

Fiscal Impact (if any):

There will be no County General Funds expended on this project. The total project cost is estimated to be \$4,200,000, with \$3,800,000 being funded by FAA. The remaining funding will be shared by the California Department of Transportation and the Airport Enterprise Fund.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

10.

Meeting Date: 10/31/2018

Subject: Review and discuss the full-scale airport emergency exercise that took place on October 15-19, 2018 at the Buchanan Field Clubhouse ramp

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Russell Milburn (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):

Review and discuss the full-scale airport emergency exercise that took place on October 15-19, 2018 at the Buchanan Field Clubhouse ramp. 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

Public Notice



Contra Costa County
Public Works
Department

Brian M. Balbas, Director
Deputy Directors
Stephen Kowalewski, Chief
Mike Carlson
Warren Lai
Carrie Ricci
Joe Yee

FOR IMMEDIATE RELEASE

OCTOBER 10, 2018

PUBLIC NOTICE

Buchanan Field Airport to Simulate and Extinguish Plane Fire

Who: Contra Costa County Airport Operations, ConFire, Contra Costa County Sheriff, Office of Emergency Services and other mutual aid agencies

What: Live fire training exercises for Aircraft Rescue and FireFighter (ARFF) personnel and mutual aid agencies

Where: Buchanan Field Airport, Concord, CA (Westside, near Marsh Drive)

When: Week of **October 15th-19th** with exercises each day

PLEASE DO NOT CALL 911 RELATED TO THESE LIVE FIRE TRAINING EXERCISES.

Cross-training with mutual aid agencies helps us to prepare for ANY emergency situations that Buchanan Field and the surround community may face. If you have any questions or concerns regarding these exercises, please contact Buchanan Field Airport at 844-FLY-ToUs (844-359-8687).

About Buchanan Field Airport:

Buchanan Field Airport is the Federal Emergency Management Agency (FEMA) Logistic Support Area for rotorcraft in the event of major catastrophic events such as earthquakes or fires in the Bay Area. Buchanan Field Airport is operated and maintained without the use of County General Funds and contributes over \$4 million annually back to the County General Fund, local schools, and to other public entities from associated possessory interest and sales tax.

About Contra Costa County Public Works Department:

Contra Costa County Public Works Department (CCCPWD) maintains over 660 miles of roads, 150 miles of streams, channels and other drainage and over 200 County buildings throughout Contra Costa County. CCCPWD provides services such as Parks and Recreation, Sand Bag Distribution and Flood Control throughout unincorporated areas of Contra Costa County. CCCPWD operates two airports, Buchanan Air Field in Concord and Byron Air Field in Byron. For more information about CCCPWD, please visit us [here](#).

CONTACT: Russell Milburn, (925) 348-0750; or Steve Padilla, (925) 723-2382

####

"Accredited by the American Public Works Association"

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Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

12.

Meeting Date: 10/31/2018
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.
