

**CONTRA COSTA COUNTY BOARD OF SUPERVISORS
AIRPORT COMMITTEE**

Wednesday, February 13, 2019, 11:00 AM
Director of Airports Office
550 Sally Ride Drive

Draft Minutes

The meeting was called to order at 11:00 AM by Chair Supervisor Burgis.

Present: Chair Supervisor Diane Burgis, and Vice Chair Supervisor Karen Mitchoff.
County Staff: Keith Freitas, Beth Lee, and Russell Milburn with Public Works-Airports Division, Will Nelson and Maureen Toms with Department of Conservation and Development, Chris Wikler with District IV, and Mark Goodwin with District III.

1. Introductions

Chair Supervisor Burgis welcomed the attendees.

2. Review and Approve record of meeting for October 31, 2018 (Chair)

October 31, 2018 minutes were approved. Yes: Chair Supervisor Burgis and Vice Chair Supervisor Mitchoff, No: none; absent: None.

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

Airport staff reported there was no impact at either airport from the federal government shutdown. Air Traffic Controllers at Buchanan Field continued working without pay. The Airport Committee and staff thanked the FAA personnel for their dedication during the lengthy shutdown.

4. Interview and determine candidates for one (1) Member at large seat on the Aviation Advisory Committee

The Airport Committee interviewed the following candidates for an at large seat on the Aviation Advisory Committee (AAC):

- Emily Barnett, Pleasant Hill
- Andrei Obolenskiy, Pleasant Hill
- Moe Zendenam, Walnut Creek
- Kou Barnes, Martinez
- Christopher Doan, Walnut Creek
- James Gillivan, Walnut Creek

At the conclusion of the interviews, the Airport Committee decided to recommend the reappointment of Emily Barnett.

5. **Discuss the progress regarding the Byron Airport General Plan Amendment (Will Nelson, Department of Conservation and Development)**

On February 1, 2019, Will Nelson with the Department of Conservation and Development (DCD) sent chapters from the Administrative Draft Economic Impact Report (ADEIR) for the Byron Airport General Plan Amendment (GPA) to Contra Costa County (County) staff for review. Most of the ADEIR has been submitted to the County, but the Cumulative Impact Analysis section is still outstanding. The review timeframe will depend on how quickly County staff can provide comments on the ADEIR and how many revisions are necessary. Upon completion of the ADEIR, the next step will be to distribute the Draft EIR for public review.

6. **Receive update from the Aviation Advisory Committee (AAC) (Maurice Gunderson, AAC Chair)**

AAC Chair Maurice Gunderson gave an update on several airport related topics that included: airport noise outreach, non-aviation commercial development at Buchanan Field, Byron Airport GPA, and proposed Byron Airport public viewing plaza.

7. **Review and recommend allocation of approximately \$50,000 from the Mariposa Community Benefit fund to complete the FAA process to re-designate 36-acres of airport land for non-aeronautical use**

A motion was made from the Airport Committee to forward support of using approximately \$50,000 of Mariposa Community Benefit funds to complete the FAA process to re-designate 36-acres of airport land for non-aeronautical use at Byron Airport. This item will be scheduled to go before the Board of Supervisors (Board) for approval on February 26, 2019.

Yes: Chair Supervisor Burgis and Vice Chair Supervisor Mitchoff, No: none; absent: None.

8. **Review and recommend allocation of approximately \$49,000 from the Mariposa Community Benefit fund to complete a water service and environmental analysis at Byron Airport**

A motion was made from the Airport Committee to forward support of using approximately \$49,000 of Mariposa Community Benefit funds to complete a water service and environmental analyses at Byron Airport. This item will be scheduled to go before the Board for approval on February 26, 2019.

Yes: Chair Supervisor Burgis and Vice Chair Supervisor Mitchoff, No: none; absent: None.

9. **Review and recommend allocation of \$105,000 from the Mariposa Community Benefit fund to consider the purchase of a modular Aircraft Rescue and Firefighting/maintenance storage building at Byron Airport**

A motion was made from the Airport Committee to forward support of using approximately \$105,000 of Mariposa Community Benefit funds to consider the purchase of a modular Aircraft Rescue and Firefighting (ARFF)/maintenance storage building at Byron Airport. This item will be scheduled to go before the Board for approval on February 26, 2019.

Yes: Chair Supervisor Burgis and Vice Chair Supervisor Mitchoff, No: none; absent: None.

10. Discuss the Selection Committee ranking for the architectural design for the Terminal building project at Buchanan Field Airport

Airport staff sent requests for proposals to five consultant companies for the architectural design of the terminal building project at Buchanan Field Airport. Three proposals were submitted, and a selection committee ranked each proposal. The KPA Group was unanimously selected as the number one ranked entity. Staff are putting together a contract that is scheduled to go before the Board for approval in March. If approved, The KPA Group will initiate the design phase which will take approximately one year, followed by the environmental process. Construction is expected to begin in 2021. The terminal building would consist of office and storage space for Airport Administrative staff, ARFF staff and equipment, an area to support scheduled/unscheduled air service providers, office space for aviation businesses, and general public meeting space.

11. Discuss the Selection Committee ranking to lease the maintenance hangar located at 505 Eagle Court at Byron Airport

Airport staff received two proposals from West Coast Air Sports dba Bay Area Skydiving and Skyview Aviation who does aviation maintenance and operates a flight school. A selection committee ranked the two proposals and unanimously ranked Skyview Aviation as the number one entity. Approval to negotiate a long-term lease for the County-owned maintenance hangar is scheduled to go before the Board on February 26, 2019. Staff explained the value of having a maintenance and flight school business at the Byron Airport as there has never been one before at the Byron Airport.

12. Airport Director's Report

a. 3-acre business park development, Buchanan Field Airport

This property is located at the northwest corner of Marsh Drive and Sally Ride Drive. The development is proceeding at a slow pace; however; the development team (Montecito Commercial Group) anticipates applying for building permits within the next few months once the environmental mitigation compliance review is complete. Montecito expects to break ground in spring 2019.

b. 4.6-acre development, Buchanan Field Airport

This property is located at the northwest corner of Marsh Drive and Solano Way. About 80% is within the City of Concord (City) and 20% is within the County. One of the partners (StoragePro) decided to step out of the proposed development. However, a new partner, Claremont Companies, LLC., has stepped in and are working closely with the City and County to move through the development process. They are investigating a possible fault line that may be proximate. Once the Geotech work is completed, the partnership is expected to submit a development application with the City within 30-45 days.

c. Airport Layout Plan, Buchanan Field Airport

Airport staff reported the Airport Layout Plan (ALP) project is 90% complete. The consultants are preparing the land release documents for FAA approval to release 17-acres for non-aeronautical use. In order to comply with FAA requirements, a runway safety analysis is also required which will begin end of February/early March 2019.

d. Release of 17-acres for non-aeronautical use, Buchanan Field Airport

The current ALP shows 17-acres of vacant land located at the northeast of Marsh Drive and Sally Ride Drive designated for aeronautical use. FAA forecasts indicate that there is sufficient space to meet the aeronautical demand and this property should be released for non-aeronautical use. Consultants are preparing the land release documents for FAA's approval. If approved, Supervisor Mitchoff requested that Airport staff should keep local residents informed of the proposed project through written communication and [Buchanan Field's Facebook page](#).

13. Discuss and accept the Airport Committee meeting schedule for 2019

The Airport Committee will continue to hold quarterly meetings on the second Wednesday from 11:00 a.m. until 12:00 p.m. in February, May, August and November at Buchanan Field or Byron Airport.

14. Future agenda items

- 3-acre and 4.6 development, Buchanan Field Airport
- ALP, Buchanan Field Airport
- 17-acres, Buchanan Field Airport
- GPA, Byron Airport

15. Adjourn

The meeting was adjourned at 12:18 p.m.