



Agenda

AIRPORTS COMMITTEE

August 12, 2020

11:00 A.M.

550 Sally Ride Drive, Concord

VIRTUAL MEETING INSTRUCTIONS

By Video

<https://zoom.us/j/93377122319>

By Phone

Dial-in: (669) 900-6833

Meeting ID: 933 7712 2319

Supervisor Karen Mitchoff, Chair
Supervisor Diane Burgis, 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. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. INTERVIEW candidates for the BOS Appointee 1 seat on the Airport Land Use Commission and DETERMINE recommendation for Board of Supervisors consideration. (*Jamar Stamps, Conservation and Development Department*)
4. Review and Approve record of meeting for February 12, 2020
5. Receive update from the Aviation Advisory Committee Chair (Maurice Gunderson)
6. Discuss progress regarding the Byron Airport General Plan Amendment (Daniel Barrios, Department of Conservation and Development)
7. Discuss Airport impacts from COVID-19
8. Discuss Runway 14L/32R Pavement Replacement Project, Buchanan Field Airport
9. Discuss Byron Airport Infrastructure Analysis (water, wastewater and utilities)
10. Discuss the Airport Innovation and Business Attraction Program, Buchanan Field and Byron Airport
11. Discuss the Airport Land Use Commission appointments
12. Aviation Advisory Committee term limits, and possible bylaw update

13. Discuss Terminal Replacement Project
14. Discuss and Accept July 9, 2020 Drainage and Flood Control Study Update for Buchanan Field
15. Airport Director's Report
 - a. Discuss 4.6-acre development, Buchanan Field
 - b. Discuss relocation of Confire Station 9 to Airport property, Buchanan Field
 - c. Discuss Development of 16-acres non-aeronautical use, Buchanan Field
 - d. Discuss 0.86-acre Development at Buchanan Field
 - e. Discuss Proposed Development of 4.1-acre phase 1 aeronautical use at, Byron Airport
 - f. Discuss Proposed Development of 4-acre phase 2 aeronautical use at, Byron Airport
16. Future agenda items
17. The next meeting is currently scheduled for November 5, 2020.
18. 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, Airports Director
Phone (925) 681-4200, Fax (925) 646-5731
keith.freitas@airport.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

3.

Meeting Date: 08/12/2020

Subject: CANDIDATE INTERVIEWS FOR AIRPORT LAND USE COMMISSION

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name: ADVISORY BODY RECRUITMENT

Presenter: Keith Freitas **Contact:** Keith Freitas (925) 681-4200

Referral History:

The Board of Supervisors created the Airport Land Use Commission (ALUC) in 1970 to promote the orderly development of compatible land uses around each public airport in the County, in order to safeguard both the interests of the general public and the welfare of inhabitants in the areas surrounding the airports. The California Public Utilities Code requires and specifies the composition of the ALUC, whose membership shall include:

- (1) Two representing the cities in the county, appointed by a city selection committee comprised of the mayors of all the cities within that county, except that if there are any cities contiguous or adjacent to the qualifying airport, at least one representative shall be appointed therefrom.
- (2) Two representing the county, appointed by the board of supervisors.
- (3) Two having expertise in aviation, appointed by a selection committee comprised of the managers of all of the public airports within that county.
- (4) One representing the general public, appointed by the other six members of the commission.

The Internal Operations Committee conducts interviews for the two County seats described in item 2, above, and makes recommendations to the Board of Supervisors for appointment. Seat terms are four years, expiring the first Monday in May.

Referral Update:

The term of the Appointee #1 seat occupied by Tom Weber will expire on May 4, 2020. The Conservation and Development Department recruited for four weeks to fill the vacancy. Attached is the current Commission roster and recruitment announcement.

Recommendation(s)/Next Step(s):

INTERVIEW candidates for the BOS Appointee 1 seat on the Airport Land Use Commission for a four-year term expiring on May 6, 2024 and DETERMINE recommendation for Board of Supervisors consideration.

Fiscal Impact (if any):

None.

Attachments

ALUC Roster

Candidate Application ALUC Craig Kauffman

Candidate Application ALUC Tom Weber

ALUC Vacancy Memo

AIRPORT LAND USE COMMISSION—CONTRA COSTA COUNTY

COMMISSIONERS	PROXIES	APPOINTING BODY
Ken Carlson, Vice Mayor, Pleasant Hill Term Expires May 2, 2022	Claire Alaura, Vice Mayor, Oakley	County Mayors' Conference (Contiguous city delegate)
Robert "Bob" Taylor, Mayor, Brentwood Term Expires May 4, 2020	Joel Bryant, Councilmember, Brentwood	County Mayors' Conference (Non-contiguous city delegate)
Thomas R. Weber, Vice Chair Term Expires May 4, 2020	Emily Barnett	Board of Supervisors Appointee 1
Ronald R. Reagan Term Expires May 1, 2023	Tom Raniere	Board of Supervisors Appointee 2
Geoff Logan, Chair Term Expires May 6, 2019		Director of Airports Appointee 1
Maurice E. P. Gunderson Term Expires May 2, 2022	DeWitt Hodge	Director of Airports Appointee 2
Ken Freeze Term Expires May 1, 2023		Appointed by Balance of ALUC (General Public seat)

Application Form**Profile****Craig**

First Name

Kauffman

Last Name

Middle Initial

Home Address

Suite or Apt

Concord

City

CA

State

94521

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?☒ District 4**Education****Select the option that applies to your high school education ***☒ High School Diploma**College/ University A****Name of College Attended**

University of California, Berkeley

Degree Type / Course of Study / Major

Chinese language and literature

Degree Awarded?☒ Yes ☐ No**College/ University B****Name of College Attended****Degree Type / Course of Study / Major**

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Airport Land Use Commission: Submitted

Seat Name

Commission Member

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☐ No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

I previously worked for General Services Administration, Public Building Service, San Francisco Regional Office. That Federal agency is responsible for more than 10 million sq. ft. of government office space, labs, warehouses, motor pools, etc. I inspected government owned or leased space in 5 western states.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☐ Yes ☒ No

List any volunteer or community experience, including any advisory boards on which you have served.

In the distant past I was a Concord City Council candidate.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I previously worked for General Services Administration, Public Building Service, San Francisco Regional Office. That Federal agency is responsible for more than 10 million sq. ft. of government office space, labs, warehouses, motor pools, etc. I inspected government owned or leased space in 5 western states.

[Upload a Resume](#)

Conflict of Interest and Certification

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:

Please Agree with the Following Statement

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 publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ **I Agree**



Contra
Costa
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Thomas

Last Name

Weber

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

District 4

EDUCATION

Check appropriate box if you possess one of the following:

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

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

California State University, Long Beach

Political Science

☒ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Airport Land Use Commission (ALUC)

Board of Supervisors - Appointee 1

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☒ Yes

If yes, how many?

approximately 25

Please explain why you would like to serve on this particular board, committee, or commission.

I am a longtime Contra Costa resident and I can see Buchanan Airport from my backyard. I am currently the Vice-Chair of the Aviation Advisory Committee and the Vice-Chair of the Airport Land Use Commission. I have worked at executive level positions for over 30 years. I am not a pilot. I have served on committees and boards related to Contra Costa County and I have served on boards of charitable organizations.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I hold a bachelor's degree in Political Science/Public Administration. I have been in leadership roles at executive levels in a variety of roles at major corporations. I have held positions in Sales, Customer Service, Legal/Regulatory, Finance, Product Development/Product Management and been a Leader in managing Labor Relations. I am also the Business Manager of "Clarinet Fusion" a musical/clarinet ensemble that has performed throughout the County. Clarinet Fusion has won many awards and has delighted Contra Costa residents for many years.

I am including my resume with this application:

Please check one:

☐ Yes

☒ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one:

☐ Yes

☒ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one: ☒ Yes ☐ No

List any volunteer and community experience, including any boards on which you have served.

Contra Costa County Aviation Advisory Committee
Contra Costa County Airport Land Use Commission
Drug Use Is Life Abuse
Clarinet Fusion (a Contra Costa County musical group performing throughout the county)

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?

Please check one: ☐ Yes ☒ No

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my position, office, title, or commission in Contra Costa County.

Signed: _____

Date: 2/11/2020

Submit this application to:

Clerk of the Board of Supervisors
651 Pine St., Room 106
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at ClerkofTheBoard@cob.cccounty.us

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain 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.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



CONTRA COSTA COUNTY
DEPARTMENT OF CONSERVATION & DEVELOPMENT
30 Muir Road
Martinez, CA 94553
Telephone: 674-7832 Fax: 674-7258

TO: Members, Board of Supervisors
Members, Municipal Advisory Council

FROM: John Kopchik, Director
By: Jamar Stamps, AICP, Senior Planner 

DATE: February 26, 2020

SUBJECT: **Contra Costa County Airport Land Use Commission Vacancies**

This is to inform you of an impending vacancy (Board of Supervisors Appointee #2 and Member At-Large) on the Contra Costa County Airport Land Use Commission ("ALUC"), effective Monday, May 4, 2020. The ALUC is comprised of seven members: two appointed by the Contra Costa County Board of Supervisors; two appointed by the Contra Costa County Mayor's Conference; two appointed by the Contra Costa County Director of Airports; and one Member At-Large appointed by the balance of the ALUC. All ALUC members serve a four-year term in a volunteer capacity.

The ALUC website provides relevant information on the function of the ALUC:
<http://www.contracosta.ca.gov/4307/Airport-Land-Use-Commission-ALUC>.

The enclosed application is also available at this link:
<http://www.contracosta.ca.gov/DocumentCenter/View/6433>.

In addition, Contra Costa Television ("CCTV") will forward a media release to various daily and weekly newspapers and publications for countywide public advertisement.

Applications are due Friday, March 27, 2020. Interested candidates can either apply online, or download the application and mail the completed form to the appropriate County staff contact provided on the media release (postmarked by Friday, March 27, 2020). Should you have any questions please contact Jamar Stamps, ALUC staff at (925) 674-7832, or via email at jamar.stamps@dcd.cccounty.us.

Enclosures

cc: Clerk of the Board
CAO
Better Government Ordinance file
J. Cunningham, DCD
A. Bhat, DCD



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:

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** (Last Name) (First Name) (Middle Name)

2. **Address:** (No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** (Home No.) (Work No.) (Cell No.)

4. **Email Address:**

5. **EDUCATION:** Check appropriate box if you possess one of the following:

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

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>				

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 style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 50px; height: 30px;"></div><div style="border: 1px solid black; width: 50px; height: 30px;"></div></div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 50px; height: 30px;"></div><div style="border: 1px solid black; width: 50px; height: 30px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 30px; height: 20px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title</p> <div style="border: 1px solid black; height: 25px;"></div> <p>Employer's Name and Address</p> <div style="border: 1px solid black; height: 100px;"></div>	<p>Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 50px; height: 30px;"></div><div style="border: 1px solid black; width: 50px; height: 30px;"></div></div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div style="display: flex; justify-content: space-around;"><div style="border: 1px solid black; width: 50px; height: 30px;"></div><div style="border: 1px solid black; width: 50px; height: 30px;"></div></div> <p>Hrs. per week <div style="border: 1px solid black; width: 30px; height: 20px;"></div> . Volunteer <input type="checkbox"/></p> </p></p>	<p>Title</p> <div style="border: 1px solid black; height: 25px;"></div> <p>Employer's Name and Address</p> <div style="border: 1px solid black; height: 100px;"></div>	<p>Duties Performed</p> <div style="border: 1px solid black; height: 150px;"></div>
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7. How did you learn about this vacancy?

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

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: _____

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

4.

Meeting Date: 08/12/2020

Subject: Review and Approve record of meeting for February 12, 2020 (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 February 12, 2020

Fiscal Impact (if any):

Not applicable

Attachments

Airport Committee Minutes 2-12-20



AIRPORTS COMMITTEE

RECORD OF ACTION FOR
February 12, 2020

Supervisor Diane Burgis, Chair
Supervisor Karen Mitchoff, Vice Chair

Present: Diane Burgis, Chair
Karen Mitchoff, Vice Chair

Staff Present: Maureen Toms, Department of Conservation and Development; Daniel Barrios, Department of Conservation and Development; Mark Goodwin, Chief of Staff District III; Anne O, Chief of Staff District IV; Keith Freitas, Director of Airports; Russell Milburn, Assistant Director of Airports

1. Introductions

Vice Chair Supervisor Mitchoff welcomed the attendees.

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

There were no public comments.

3. Review and Approve record of meeting for November 13, 2019 (Chair)

AYE: Chair Diane Burgis
Vice Chair Karen Mitchoff

4. Interview candidates for the At-Large Position on the Aviation Advisory Committee that will become vacant on March 1, 2020 (Interview and Determine)

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

- ***Christopher Danko, Concord***
- ***Christopher Doan, Walnut Creek***
- ***Eric Meinbress, Lafayette***
- ***David Mills, Martinez***
- ***Daniel Sandman, Orinda***

At the conclusion of the interviews, the Airport Committee decided to recommend the reappointment of Eric Meinbress. There was significant discussion regarding the very talented group of candidates. There was also discussion regarding working with the Board of Supervisors and Airport staff to ensure committee opportunities are available to as many candidates as possible, i.e. reduce number of individuals that sit on multiple committees.

AYE: Chair Diane Burgis
Vice Chair Karen Mitchoff

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

There has been nothing out of the ordinary concerning Airport noise for the last three months. There were a few comments from residents and efforts were made to contact them, but no responses were received. There has been some discussion on social media by residents of the mobile home park off Marsh Drive, concerning limited information for one of the development sites at Buchanan Field Airport. The mobile home park has a representative on the AAC who is providing information to the residents. Rich Spatz, long time member of the AAC and supporter of the Airports passed away in late December 2019. The AAC passed a motion for a commemorative plaque which was presented to the family posthumously.

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

Daniel Barrios reported positive news as Department of Conservation and Development (DCD) and the consultant, Dudek, are moving forward with the traffic study with an estimated completion time of 6-7 weeks for Dudek to complete the study. DCD is reviewing the most recent submittal of the Environmental Impact Review (EIR) report including the cumulative and utility impacts and mitigation measures for the biological impacts. DCD will review the traffic study once submitted which will provide a better estimated completion date of the General Plan Amendment.

7. Discuss Runway 14L/32R Pavement Replacement Project, Buchanan Field Airport

Russell Milburn reported that the County received a \$5.3 million federal grant for the rehabilitation of Runway 14L/32R, and that the project contractor and construction manager are in place. Construction is currently planned to begin on April 20, 2020 and a kickoff meeting has been completed. The project is estimated to take 120 days, though the

contractor may be able to perform items concurrently, with an estimated completion date of September 27, 2020. Communication is key with tenants and businesses regarding the project impacts, which includes closing the crosswind runway and various taxiways. Full Airport closures will be made during the project at nighttime hours between 10 pm and 7 am.

8. Discuss the Airport Innovation and Business Attraction Program, Buchanan Field and Byron Airport

JSX, formerly known as JetSuiteX, had more than 42,000 total passengers at Buchanan Field last calendar year, 2019, and has seen passenger increases annually since JSX commenced operations at Buchanan Field in April of 2016. In 2016, there were 11,000 total passengers, which increased to 26,000 total passengers in 2017, and increased again in 2018 to 32,000 total passengers. The Airport is partnering with JSX to bring on a new marketing program in support of Contra Costa County/Buchanan Field and JSX and the agreement is going to the Board of Supervisors for approval.

Additionally, the Airports are working to partner with one of the seven Federal Aviation Administration (FAA) Unmanned Aerial System (UAS) designated test sites in the United States. Through discussions with a few of the sites, the Airport is moving forward in partnering with the Alaska Pan-Pacific Test Site. They are very interested in Buchanan Field and Byron due to the proximity to Silicon Valley, San Francisco and established aviation companies, such as Airbus. The partnership would help an entity to go through the Alaska Pan-Pacific Test Site to allow for airspace testing and if agreeable to the Airports, the entity would use either Buchanan Field or Byron Airport. The partnership agreement is estimated to go to the Board of Supervisors for approval in March.

9. Discuss New UAS Test Site Partnership

Discussion item was included during Item 8. discussion above.

10. Discuss Terminal Replacement Project

A new terminal building was identified in the 2008 Master Plan. The current terminal building, a double wide modular building occupied by JSX, has been in use for more than 30 years. The new terminal will replace the current administration building rental cost into a building owned by the County and consolidate the Aircraft Rescue Firefighting, administration office and terminal into one location. The new envisioned terminal will be approximately 20,000 square feet and come with an expected cost of about \$10 million. The terminal funding will come from a variety of sources including the Airport Enterprise Fund reserves, a

loan/bond package and FAA grant funding for a portion of the building.

On January 22, 2020, Airport staff held a stakeholder workshop to gather final stakeholder input on the general design before moving to plan completion. The workshop provided input similar to what has been previously received from AAC meetings which include items such as a restaurant and a public viewing area. The project is currently at 90% of design with construction drawings to be completed within the next 90 days. The project is expected to be sent out to bid for construction in early 2021 with construction to follow mid-2021, dependent on FAA funding. The construction period is expected to encompass approximately 20 months and the construction is expected to impact JSX operations at the terminal. Temporary structures and/or other facilities are being investigated to accommodate JSX during the construction period. The design of the terminal would provide double the space for operations such as JSX and there are other flex spaces within the building to allow for additional growth.

11. Airport Director's Report

a. Review and Discuss Airports Division FY 2018/19 Budget

Revenues exceeded projections and came in at 107%, while expenses were less than projected at 86%. \$1.1 million of Airport Enterprise Fund reserves was projected to be used for projects such as the renovation of the Buchanan Field East Ramp F-Row hangars and purchase of new "used" ARFF vehicles, but due to additional revenues generated, which takes into account the reduction in Airport rates as approved by the Board of Supervisors, only \$14,000 of Airport reserves were used. The additional revenues generated go into the Airport capital reserve fund.

b. Discuss 36-acre non-aviation development project, Byron Airport

The Byron General Plan Amendment must be completed before non-aviation development can proceed.

c. Discuss 4.6-acre development, Buchanan Field

The development team is in the third round of submitting a construction application with the City of Concord and hopes to complete the application process. The developer is proposing a self-storage facility and hopes to break ground next year.

d. Discuss Proposed Relocation of Confire Station 9 to Airport Property, Buchanan Field

All four developments on the west side of Buchanan Field, including discussion items 11.d, e, g, and h, have the same issue which is that the drainage ditch along Marsh Drive is at capacity. Airport staff met with a consultant and Public Works staff to review available options to resolve the issue. A final report including cost estimates is expected within 30 days. It is the intent that any required work will be funded by the associated development projects, each paying a fair share of the costs.

- e. Discuss Development of 16-acres Non-Aeronautical Use, Buchanan Field

Discussion item was included during Item 11.d discussion above.

- f. Discuss Proposed Development of Rows A & B for Aeronautical Use at Byron Airport

MS Construction has submitted for a construction permit with DCD intending to start construction in March 2020. In addition, a lease with the Airport is being finalized and will be sent to the Board of Supervisors for approval before construction can begin.

- g. Discuss 9-acre Development at Buchanan Field

Discussion item was included during Item 11.d discussion above.

- h. Discuss 11-acre Development at Buchanan Field

Discussion item was included during Item 11.d discussion above.

- 12. Future Agenda Items

Discuss the Airport Land Use Commission appointments, Aviation Advisory Committee term limits, and possible bylaw update.

- 13. Adjourn

The meeting was adjourned at 12:06 p.m.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

5.

Meeting Date: 08/12/2020

Subject: Receive update from the Aviation Advisory Committee Chair (Maurice Gunderson)

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter: Maurice Gunderson, Aviation Advisory
Committee Chairman

Contact: Beth Lee, (925)
681-4200

Referral History:

Not applicable

Referral Update:

Not applicable

Recommendation(s)/Next Step(s):

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

Fiscal Impact (if any):

Not applicable

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

6.

Meeting Date: 08/12/2020

Subject: Discuss progress regarding the Byron Airport General Plan Amendment (Daniel Barrios, Department of Conservation and Development)

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter: Daniel Barrios, Department of Conservation and Development **Contact:** Beth Lee, (925) 681-4200

Referral History:

The Byron Airport Master Plan, adopted in 2005, identified a diversity of aviation and airport-related land uses for the long-term build-out of the airport. To fully implement the Airport Master Plan, it is necessary to adopt a General Plan Amendment (GPA) to allow for the range of contemplated land uses. The GPA requires an environmental review pursuant to the California Environmental Quality Act (CEQA).

In December 2012 the Board of Supervisors authorized the Department of Conservation and Development (DCD) to initiate a GPA for Byron Airport, to be funded from the Mariposa Community Benefits Fund. DCD staff is overseeing the project in collaboration with Airports Division staff.

In April 2015 DCD staff issued a Request for Proposals for the Byron Airport Development Program and CEQA analysis. Only two proposals were received, and only one was within the budget for the project as established at the time. That August the Board of Supervisors approved a \$180,545 contract between Contra Costa County and Dudek, Inc., to prepare a development scenario for Byron Airport and the environmental impact report (EIR) for the GPA.

At the April 2016 Airport Committee meeting there was a general discussion about the project. Staff and the Committee expressed dissatisfaction with the apparent lack of progress. In the weeks following the meeting, staff of DCD and Airports, and the consultant, had several discussions to determine why the environmental review was not proceeding as originally planned. The consultant indicated they were having difficulty formulating an acceptable project description, which forms the basis for the environmental review, because:

- The Airport Land Use Compatibility Plan (ALUCP) predates the 2005 Byron Airport Master Plan and does not accurately reflect proposed aviation activities and proposed non-aviation development.
- The ALUCP policies for Byron Airport are overly restrictive compared to those for Buchanan Airport and relative to current guidance per the California Airport Land Use Planning Handbook published by Caltrans.

While ALUCPs generally do not apply to airports themselves, the 2005 Master Plan specifically states that the policies and regulations of the ALUCP are applicable to Byron Airport, thereby artificially limiting what can occur on the airport property. Staff and the consultant determined that the best way forward would be to expand the scope of the project to include updating portions of the ALUCP pertaining to Byron Airport. While this would extend the project timeline and increase cost, the final product would be consistent and compatible General Plan, zoning, ALUCP, and Master Plan documents for Byron Airport. On July 20, 2016, the Airport Committee reviewed the revised scope of work and directed staff to prepare a contract amendment for approval by the Board of Supervisors.

In March 2017 Dudek presented the Airport Committee with updated development scenarios for Byron Airport. In the months following the meeting, DCD and Airports staff worked to refine the project description. With the project description seemingly complete, in September 2017 DCD issued the Notice of Preparation (NOP), which formally began the EIR process.

Also in September 2017, Airports staff began discussions with Caltrans regarding Byron Airport's classification (i.e., rural versus suburban). This classification affects the allowable intensity of aviation and airport-related development, which in turn could impact the airport's long-term economic viability. Classifying Byron as a suburban airport would be more consistent with its FAA designation as a reliever airport, and the long-term build-out as detailed in its Master Plan. However, Byron Airport is surrounded by undeveloped land that is outside the Urban Limit Line, giving the impression that the airport should be classified as rural. Dudek's work on the DEIR slowed significantly while the airport classification issue was being resolved because the project's impact in certain environmental topic areas (e.g., Traffic, Air Quality, Greenhouse Gas Emissions, Noise, Energy) could not be determined until the intensity of development was known.

In January 2018, Airports staff received a letter of interest from Mark Scott Construction, Inc., to develop and lease a light industrial project on the approximately 36.3 acres located generally northeast of the main runway.

In March 2018, Dudek indicated that the administrative draft EIR (ADEIR) would be submitted for County staff's review in June or July, and that completion of the Transportation section was delaying the submittal. Throughout 2018 the project was delayed by the traffic subconsultant's inability to complete the traffic impact analysis (TIA) that forms the basis for the DEIR Transportation section.

In May 2018, Dudek presented the draft ALUCP update materials to the Airport Land Use Commission. Following this meeting, the project description was again refined.

In August 2018, the Mark Scott proposal was expanded to potentially include an 11.67-acre private parcel located on Armstrong Road between airport property and the Byron-Bethany Irrigation District Canal. Because this private property was not part of the original EIR scope, it was necessary to perform additional environmental studies and revise several sections of the ADEIR (e.g., Aesthetics, Biological Resources, Cultural Resources, Hazardous Materials). The expansion also pushed the overall project over the threshold for requiring a water supply assessment (WSA) pursuant to Senate Bill 610. Ultimately, these revisions to the ADEIR and preparation of the WSA caused little-to-no delay because of the ongoing delay in preparing the traffic analysis.

On November 6, 2018, Dudek submitted the first TIA for staff's review. The analysis assumed a substantial portion of future airport-related development might be commercial, which inflated the projected vehicle trip generation to an unrealistic level. The proposed mitigation measures, which included installation of traffic signals at several local intersections, construction of new turn

pockets and lanes, and widening of nearby roads, were impractical and cost prohibitive. On December 13, 2018, Airports staff met with Dudek to again revise the project description so that a new, more realistic TIA could be prepared. On the same day, Dudek submitted the first few sections of the ADEIR for staff's review. The remaining sections were submitted throughout January and into February 2019. Staff reviewed several sections of the ADEIR and found myriad problems including flawed analysis, portions copied and pasted from other EIRs, and numerous grammatical errors. Staff also reviewed the second TIA and determined it was woefully inadequate, in large part because it was not prepared in accordance with the Contra Costa Transportation Authority Technical Procedures. The ADEIR was so flawed that continued review was a drain on staff's time. Dudek indicated it would prepare a second ADEIR responding to staff's initial comments.

The second ADEIR was submitted in June 2019. Staff began its review and again found the sorts of problems that plagued the original ADEIR. Staff also reviewed the third TIA and found it to be flawed. DCD and Airports staff met with Dudek's regional director, Steve Peterson, on August 4, 2019, to discuss the problems with the ADEIR and Dudek's continued poor performance. Mr. Peterson requested that County staff complete its review of the ADEIR and guaranteed that the draft EIR (DEIR) would meet the County's expectations.

On November 21, 2019, staff from DCD, Airports, and Transportation Engineering met with Dudek to review a proposed updated TIA that included additional study intersections. Following this meeting, Dudek submitted a revised technical memo to DCD and Transportation Engineering staff for review prior to beginning traffic counts at the proposed intersections. County staff has reviewed this memo and provided their comments to Dudek with direction to begin the traffic counts at the established locations. DCD staff continues to review the ADEIR concurrently with the TIA study.

Referral Update:

On May 26, 2020, Dudek submitted a revised technical memo to DCD and Transportation Engineering staff for review prior to beginning traffic counts at the proposed intersections that responded to County staff's comments on the previous proposal. The proposal provided a revised plan for traffic counts to comply with CCTA requirements, included VMT analysis, and put forth a plan for covering the additional costs associated with the expanded scope of work. County staff has reviewed this memo and provided their comments to Dudek with guidance to move forward with the traffic analysis and a proposal for the additional cost. HCP staff has provided their comments on the Biology section of the ADEIR, and DCD staff continues to review the ADEIR concurrently. Staff acknowledges that Dudek has put considerable effort into correcting the problems that plagued previous versions of the ADEIR and TIA, and the current ADEIR shows much improvement overall compared to previous drafts.

Recommendation(s)/Next Step(s):

Discuss progress regarding the Byron Airport Development Program. Staff continues to review the ADEIR. The timeframe for completion of the DEIR is unknown. The next step after completion of the DEIR will be the public review period, which will last from 45-60 days.

Fiscal Impact (if any):

As amended, the contract with Dudek is for \$272,586, to be paid out of the Mariposa Community Benefits Fund. This figure does not include County staff costs associated with the project.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

7.

Meeting Date: 08/12/2020
Subject: Discuss Airport impacts from COVID-19
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

This is a new agenda item relating to the recent COVID-19 pandemic and how it is affecting Contra Costa County Airports both operational and fiscally.

Referral Update:

During the last four years 2016-2019 Buchanan Field has averaged 9,600 aircraft operations (a landing or take-off) per month. This equates to approximately 320 aircraft operations a day. During the months of March, April, May and June the aircraft operations averaged only 100 aircraft operations per day. However, Buchanan Field has seen a significant return in aircraft operations in the month of July, averaging approximately 200 per day. This increase is largely due to the reopening of the flight schools at Buchanan Field and in the area. Byron Airport which typically experiences 5,000 aircraft operations a month and averages approximately 160 operations per day experienced only a slight reduction in their operations. This was mostly due to the fact that Byron Airport is a common flight training location for many pilots throughout the Bay Area. Many certified pilots continued to maintain their flight currency requirements during the pandemic and used Byron Airport for these flights.

JSX scheduled charter was averaging 3,253 total passengers per month for January and February. However, due to the pandemic they had the following total passenger counts:

- March 1,384
- April 92
- May 294
- June 410

Most of the commercial airlines in the United states have been operating at 5% of normal operations for the months of March through June. The commercial airlines are now operating at approximately 25% of normal and projections are that it will be at least 2 years until they return to 2019 operating numbers.

Current projects are that the Airport Enterprise Fund will meet their budgeted FY 2019/20 targets

for both revenues and expenses, ending with a small budget surplus. This positive economic news is a result of the fact that the Airport Enterprise Fund is a diverse government business enterprise that has mature aviation and non-aviation revenues sources. Additionally, the FAA provided the Airport Enterprise Fund with a \$1,123,000 CARE Act grant that offset approximately 40% of the annual salary expenses of the fifteen Airports Division staff that were deemed a critical infrastructure and essential services.

Recommendation(s)/Next Step(s):

The Airports Division staff will continue to research, market, attract and retain aviation and non-aviation business opportunities. Airport staff will continue to watch how the various markets react to the continued COVID-19 pandemic and make appropriate adjustments.

Fiscal Impact (if any):

There is no expected impact to the County General Funds. The Airport Enterprise Fund revenues are projected to be slightly (5%) lower in FY 2020/21.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

8.

Meeting Date: 08/12/2020

Subject: Discuss Runway 14L/32R Pavement Replacement Project, Buchanan Field Airport

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

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

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.

Due to requested changes to the design of the project, the construction bid package costs came in significantly higher than the estimate. The FAA agreed to fund the increased costs of approximately \$5,300,000 for the construction project. The winner bidder has been selected and the Airports Division is waiting for the final documentation from the FAA. The project is projected was scheduled to start when the weather cleared in early 2020.

Referral Update:

The final documentation was received from the FAA and the project started in late May due to COVID-19 related delays. Phase 1 repaving of the west side of the runway is completed. Phase 2 repaving of the east side started on June 30th and is expected to be completed by early August. Phase 3 consists of night work and will require full closure of the Airport from 10 pm to 7 am. Project appears to be under budget at this time and has made up some of the delays including by having the final phase work already substantially completed. The Airport has submitted and received the first reimbursement from the FAA for the project.

Recommendation(s)/Next Step(s):

The Contractor will continue to finish Phase 2 with an expected move into Phase 3 approximately mid-August. The expected completion of the project is September 25th.

Fiscal Impact (if any):

There will be no County General Funds expended on this project. The total project cost is estimated to be \$5,800,000 with \$5,300,000 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

9.

Meeting Date: 08/12/2020

Subject: Discuss Byron Airport Infrastructure Analysis (water, wastewater and utilities)

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

The Byron Master Plan identifies areas for development. The Airport, however, is located in a very rural area and does not have domestic water or sanitary/sewer connections that are needed to support the long-term build out. As such, the County had an infrastructure analysis performed which was completed in 2013. Subsequently the County initiated the General Plan Amendment process which has refined the development potential and projected land uses. To best facilitate the anticipated growth of the Airport, the County is contracting with Kimley Horn and Associates to update the study based on the new development detail and building codes.

Referral Update:

The County executed a contract with Kimley Horn and Associates on April 1, 2020, to update the infrastructure (water, sanitary/sewer, and fire system) analysis to provide options and associated costs for these needed services.

Recommendation(s)/Next Step(s):

This is a general discussion regarding the status of the infrastructure analysis update. Review and recommend allocation of approximately \$43,400 from the Mariposa Community Benefit fund to cover the expense of updating the infrastructure analysis for the Byron Airport. Airport staff recommends support by the Airport Committee for the use of the Mariposa Community Benefit Fund to update the Byron Airport infrastructure analysis.

Fiscal Impact (if any):

The total contract cost is \$43,400 which will be funded by the Airport Enterprise Fund if the use of Mariposa Community Benefit Funds is not approved.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

10.

Meeting Date: 08/12/2020

Subject: Discuss the Airport Innovation and Business Attraction Program, Buchanan Field and Byron Airport

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 of Supervisors (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 Unmanned Aerial System (UAS) Integration Pilot Program (IPP). District III, District IV, 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.

Referral Update:

On March 10, 2020 the Board of Supervisors authorized the execution of a Master Administrative Agreement between the County and the University of Alaska Fairbanks. This Agreement outlines the partnership in the Pan-Pacific UAS Test Range, one of only seven FAA approved UAS test sites in the United States. Byron and Buchanan Field Airports are now satellite UAS test sites in the Pan-Pacific UAS Test Range. Contra Costa County Airports role is to provide the facilities (Byron and Buchanan Field Airports) for the UAS testing. The University of Alaska Fairbanks will be providing assistance to any testing company that needs FAA approval to operate their equipment in the airspace, outside of what is already allowed under FAR Part 107 UAS operations.

On June 11, 2020 Airport staff and the AAC Chairman conducted a Zoom call with James Gibbons, the former Dean of Engineering at Stanford University and a current Stanford Engineering Professor, Grace Gao, regarding their possible interest in establishing a satellite UAS test facility at Byron Airport. Airport staff is now working to continue and expand these discussions with Stanford, Berkeley and Davis Universities, since each of these local universities have aeronautical engineering programs.

Recommendation(s)/Next Step(s):

Discuss the Airport Innovation and Business Attraction Program, Buchanan Field and Byron Airport. 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

11.

Meeting Date: 08/12/2020
Subject: Discuss the Airport Land Use Commission appointments
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

During the February 12, 2020 Airport Committee meeting it was recommended that the Airport Committee discuss and review the process for appointing candidates to the Airport Land Use Commission (ALUC). It was recommended that this discussion should focus on ways to provide multiple opportunities for members of the community to participate on either the Airport Land Use Commission or the Aviation Advisory Committee. It was noted that several individuals have seats on both the County's Airport Land Use Commission and Aviation Advisory Committee.

Referral Update:

Airport staff has attached the current roster for the ALUC. The makeup of the ALUC includes seven members. Two members are selected each by the County Mayors Conference, Board of Supervisors, and Director of Airports. The remaining member is selected by the balance of the ALUC members. The AAC bylaws dictate that at least one member of the AAC is also a member of the ALUC. In March of 2020, the County's Internal Operations Committee transferred the responsibility of screening candidates to fill vacant ALUC seats to the Airport Committee.

Recommendation(s)/Next Step(s):

Request that County staff provide backgrounds for each current member ALUC and ACC to the Airport Committee prior to conducting interviews for each new vacancy.

Fiscal Impact (if any):

The fiscal impact has generally been limited to committee staff time by the Department of Conservation and Development.

Attachments

Current ALUC Roster

AIRPORT LAND USE COMMISSION—CONTRA COSTA COUNTY

COMMISSIONERS	PROXIES	APPOINTING BODY
Ken Carlson, Vice Mayor, Pleasant Hill Term Expires May 2, 2022	Claire Alaura, Vice Mayor, Oakley	County Mayors' Conference (Contiguous city delegate)
Joel Bryant, Councilmember, Brentwood Term Expires May 6, 2024	Vincent Salimi, Ci. Council, Pinole	County Mayors' Conference (Non-contiguous city delegate)
Thomas R. Weber, Vice Chair Term Expires May 4, 2020	Emily Barnett	Board of Supervisors Appointee 1
Ronald R. Reagan Term Expires May 1, 2023	Tom Raniere	Board of Supervisors Appointee 2
Geoff Logan, Chair Term Expires May 1, 2023		Director of Airports Appointee 1
Maurice E. P. Gunderson Term Expires May 2, 2022	DeWitt Hodge	Director of Airports Appointee 2
Ken Freeze Term Expires May 1, 2023		Appointed by Balance of ALUC (General Public seat)

G:\Current Planning\ALUC\Administration\ALUC Roster- public.doc



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

12.

Meeting Date: 08/12/2020

Subject: Aviation Advisory Committee term limits, and possible bylaw update

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact: Beth Lee, (925) 681-4200

Referral History:

During the February 12, 2020 Airport Committee meeting it was recommended that the Airport Committee discuss and review the process for appointing candidates to the Airport Land Use Commission (ALUC). It was recommended that this discussion should focus on ways to provide multiple opportunities for members of the community to participate on either the Airport Land Use Commission or the Aviation Advisory Committee. It was noted that several individuals have seats on both the County's Airport Land Use Commission and Aviation Advisory Committee.

Referral Update:

Airport staff has attached the current roster and background information for the AAC members. The makeup of the AAC includes 13 members. Five members are selected each by the County Board of Supervisors, one member by the City of Concord, one member by the City of Pleasant Hill, one member by the CCC Airports Business Association, one member by the Airport Committee (Town of Pacheco), one member by the Airport Committee (East County), three At-Large members by the Airport Committee. In August of 2017, the County's Internal Operating Committee transferred screening responsibility to the Airport Committee for selection of vacant seats on the AAC.

Recommendation(s)/Next Step(s):

Request that County staff provide backgrounds for each current member ALUC and ACC to the Airport Committee prior to conducting interviews for each new vacancy. Consider AAC bylaw changes.

Fiscal Impact (if any):

The fiscal impact has generally been limited to the committee staff time by the Public Works Department-Airports Division (Airport Enterprise Fund).

Attachments

Current AAC Roster

AAC Bylaws

AVIATION ADVISORY COMMITTEE

ATTENDANCE ROSTER FOR 2020

AAC Members	Representing	Contact Information	Jan 9	Feb 13	Mar 12	Apr 9	May 14	Jun 11	Jul 9	Aug 13	Sep 10	Oct 8	Nov 12	Dec 10	Total # Abs
Dale Roberts	District 1	datenkale@netscape.net	ABS	Y	Y	N	Y	Y	Y						
Cody Moore	Airports Bus. Assoc.	cody@ccrjet.com	Y	Y	ABS	O	Y	ABS	Y						
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y	ABS	Y	-	Y	Y	Y						
Ronald Reagan	District 3	ron@rmsea.com	Y	ABS	ABS	M	Y	Y	ABS						
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	Y	Y	ABS	E	Y	ABS	Y						
Russell Roe	District 5	russroee@pacbell.net	Y	Y	Y	E									0
Keith McMahon	City of Concord	keithcmcmahon@gmail.com	Y	Y	Y	T	Y	Y	Y						
Roger Bass	District 2	twofivexray@yahoo.com	Y	Y	ABS	I	Y	Y	Y						
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	ABS	Y	N	Y	Y	Y						
Tom Weber	District 4	Tr-weber@sbcglobal.net	ABS	Y	Y	G	Y	Y	Y						
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y	Y	ABS	-	Y	Y	Y						
Donna Dietrich	Airport Neighbor - Pacheco	concordcascade_mgr@equitylifestyle.com	ABS	ABS	Y	-	ABS	ABS	ABS						
Steven Starratt	Airport Neighbor - Byron	starratt@pacbell.net	Y	Y	Y	-	Y	Y	Y						
Christopher Baker	District 5	Cirruspro@hotmail.com													
Was There a Quorum? Y or N			Y	Y	Y	-	Y	Y	Y						

ABS = Absent, Y = Present, N = No

TERM EXPIRATION AND TRAINING CERTIFICATION

AAC Members	Representing	Term Expiration Date	Brown Act & Better Gov't Ordinance Video Completion Date	Ethics Orientation for County officials Completion Date
Dale Roberts	District 1	2/28/23	8/6/17	9/13/17
Cody Moore	Airports Bus. Assoc.	2/28/22	3/20/19	3/21/19
Eric Meinbress	Member at Large	2/28/23	1/7/18	1/7/18
Ronald Reagan	District 3	2/28/21	4/12/16	4/12/16
Derek Mims	City of Pleasant Hill	2/28/21	1/12/17	1/12/17
Christopher Baker	District 5	2/28/23		
Keith McMahon	City of Concord	2/28/22	3/4/18	3/4/18
Roger Bass	District 2	2/28/21	5/9/18	6/25/18
Maurice Gunderson	Member at Large	2/28/21	4/5/16	4/6/16
Tom Weber	District 4	2/28/23	4/12/18	4/12/18
Emily Barnett	Member at Large	2/28/22	3/10/17	3/10/17
Donna Dietrich	Pacheco Neighbor	2/28/21	7/31/19	12/9/18
Steven Starratt	Byron Neighbor	2/28/21	9/7/18	10/10/18

BYLAWS
CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE

As Amended May 1, 2018

I. Name

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

II. Purposes and Objectives

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

III. Membership

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

5. One member nominated by the Airport Committee of the Board of Supervisors (the "Airport Committee") who lives and/or works in the community of Pacheco, which is in the vicinity of Buchanan Field Airport.
 6. One member nominated by the Airport Committee who lives and/or works in Brentwood, Byron, Knightsen or Discovery Bay, all of which are in the vicinity of Byron Airport.
 7. Three members at large, representing the general community, nominated by the Airport Committee.
- C. At least one member of the AAC will be appointed by the County or Director of Airports to the ALUC.
 - D. All members of the AAC must reside in Contra Costa County, work in Contra Costa County, or both.
 - E. Scheduled and unscheduled vacancies are to be filled in accordance with the procedures set forth in the County's Resolution No. 2002/377.
 - F. AAC members must adhere to the Policy for Board Appointees established by the Board of Supervisors under Resolution 2002/376, which addresses, among other things, the need for AAC members to avoid conflicts of interest. AAC members shall disclose all potential conflicts of interest to the AAC.
 - G. All newly-appointed and reappointed AAC members must complete County training regarding the Ralph M. Brown Act and the County's Better Government Ordinance, and complete the County's Ethics Orientation within 90 days of the appointment. If a member fails to complete all three programs within the 90-day time period, the Chair of the AAC will report such failure to Airport Committee. The Airport Committee will determine whether recommend to the Board of Supervisors that the offending member's appointment be rescinded.

IV. Term

- A. The term of each member's appointment is three years. An appointment made to fill an unscheduled vacancy will be for the term remaining for the vacated seat. Terms are staggered.
- B. If the appointing jurisdiction has not reappointed a member on or before the specified expiration date, then that member may hold over on a month-to-month basis for a period not to exceed 60 days.

V. Attendance Requirements

- A. Regular attendance at meetings of the AAC is required. Failure to attend three consecutive scheduled meetings will be considered grounds for the AAC to recommend to the Board of Supervisors that the offending member's appointment

be rescinded by the Board of Supervisors. A significant pattern of absences may also be considered grounds for recommending rescission of a member's appointment.

- B. The Chairperson of the AAC may, in his or her discretion, excuse AAC members from attending one or more meetings of the AAC.
- C. The Chairperson will notify any member at risk of having his or her appointment rescinded before recommending rescission to the Board of Supervisors.
- D. Rescission of an appointment to the AAC may only be effected by an action of the Board of Supervisors.

VI. Quorum

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

VII. Officers

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

VIII. Scheduled Meetings

- A. Meetings will be held at Buchanan Field Airport or Byron Airport as appropriate. Regular meetings are to be held at least once each month on a schedule that is established annually by the AAC in May of each year. Special meetings may be held more frequently as needed.
- B. Regular or Special meetings may be scheduled, rescheduled, cancelled, or relocated, provided that all scheduling activities are consistent with the Ralph M. Brown Act and the County's Better Government Ordinance.
- C. Agendas and minutes of all meetings are to be published, distributed, and posted in accordance with the requirements of the Ralph M. Brown Act and the County's Better Government Ordinance.
- D. The Director of Airports will establish and maintain a file of the records of the AAC and provide or arrange for appropriate levels of staff support.

IX. Amendments to Bylaws

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

**TRANSITION PLAN TO THREE YEAR TERMS AND 60 DAY HOLDOVER POLICY
THE CONTRA COSTA COUNTY AVIATION ADVISORY COMMITTEE**

Seat Title	Current Representative	Current Term Expiration	Proposed Next Expiration
District I	Vacant	2011	2014
District II	Russell Roe	2012	2015
District III	Geoff Logan	2012	2015
District IV	Tom Weber	2011	2014
District V	David Pfeiffer	2011	2014
City of Concord *	Pat Howlett	2010	2013
City of Pleasant Hill	Derek Mims	2012	2015
Diablo Valley College *	Janet Kaiser	2010	2013
CCC Airports Business Association*	Mike Bruno	2010	2013
At-Large I	Dave Dolter	2012	2015
At-Large II	Rich Spatz	2011	2014

* Reappointment/Replacement in process

The District I seat is currently vacant. If a new appointment is made, the appointee will serve out the existing term which will expire in 2011. The next and all subsequent appointments will be for a three year term.

The District II seat is set to expire in 2012. The next and all subsequent appointments will be for a three year term.

The District III seat is set to expire in 2012. The next and all subsequent appointments will be for a three year term.

The District IV seat is set to expire in 2011. The next and all subsequent appointments will be for a three year term.

The District V seat is set to expire in 2011. The next and all subsequent appointments will be for a three year term.

The City of Concord seat is pending appointment of a new member. Upon approval of the bylaw amendments, the 2010 and all subsequent appointments will be for a three year term.

The City of Pleasant Hill seat is set to expire in 2012. The next and all subsequent appointments will be for a three year term.

The Diablo Valley College seat is pending reappointment of the existing member. Upon approval of the bylaw amendments, the 2010 and all subsequent appointments will be for a three year term.

The Contra Costa County Airport Business Association seat is pending reappointment of the existing member or appointment of a new member. Upon approval of the bylaw amendments, the 2010 and all subsequent appointments will be for a three year term.

The At-Large I seat is set to expire in 2012. The next and all subsequent appointments will be for a three year term.

The At-Large II seat is set to expire in 2011. The next and all subsequent appointments will be for a three year term.

Any member whose term has expired and is in holdover status at the date the revised bylaws are approved can continue to serve in a holdover status for only 60 days from the date the revised bylaws are approved.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

13.

Meeting Date: 08/12/2020
Subject: Discuss Terminal Replacement Project
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

The Buchanan Field Airport Master Plan adopted by the Board on October 28, 2008, identifies a new general aviation terminal (Terminal) on the capital improvement list. The Terminal will replace the existing terminal building at the north end of John Glenn Drive. The Terminal would include space for the Airports Division Administrative staff, Airport Rescue and Fire Fighting (ARFF) staff and equipment, public space to support scheduled/unscheduled air service providers, office space for aviation businesses, and general public meeting space.

The Airports Division currently rents office space from one of the airport businesses and moving those functions into the Terminal will allow for expansion, while resulting in a long-term savings to the Airport Enterprise Fund. The first critical step in this process is to design the facility in order to refine project costs and undertake the environmental review process.

On February 27, 2018, the Board authorized the submission of an Airport Improvement Program (AIP) grant to the FAA and the California Department of Transportation-Division of Aeronautics (Caltrans) for the design of the ARFF eligible component of the new Terminal. The County was awarded a total of \$283,500 from the FAA and Caltrans for design of the ARFF portion of the facility.

On October 1, 2018, Airport staff issued a Request for Proposals (RFP) for the Terminal architectural services to the five firms prequalified as a company to perform engineering and planning services for Contra Costa County Public Works Department - Airports Division (Airports). The Proposals were due by 5:00 pm on December 13, 2018. The Airports received three proposals from The KPA Group, Stevens & Associates, and C & S Companies.

A Selection Committee comprised of County staff and members of the Aviation Advisory Committee, reviewed and scored the three proposals based on the criteria noted in the RFP. The ranking outcome was The KPA Group was the unanimous top ranked firm, C & S Companies was ranked second, and Stevens & Associates was ranked third.

Upon completion of the design process, Airport staff will forward a second FAA and Caltrans grant application approval request to the Board, while applications will seek funds for the construction of the ARFF related Terminal components.

Referral Update:

The KPA Group has been working on design plans for the ARFF facility, administrative office and general aviation terminal. The plans have been reviewed by the Aviation Advisory Committee at several meetings. Airport staff and the architects held a stakeholder workshop on January 22, 2020, to elicit final comments to on the site plan and design. The environmental review process has been completed. The KPA Group is finalizing layout and anticipates having the construction documents completed by late fall. WSP has been retained to act as a Construction Manager for the County.

Recommendation(s)/Next Step(s):

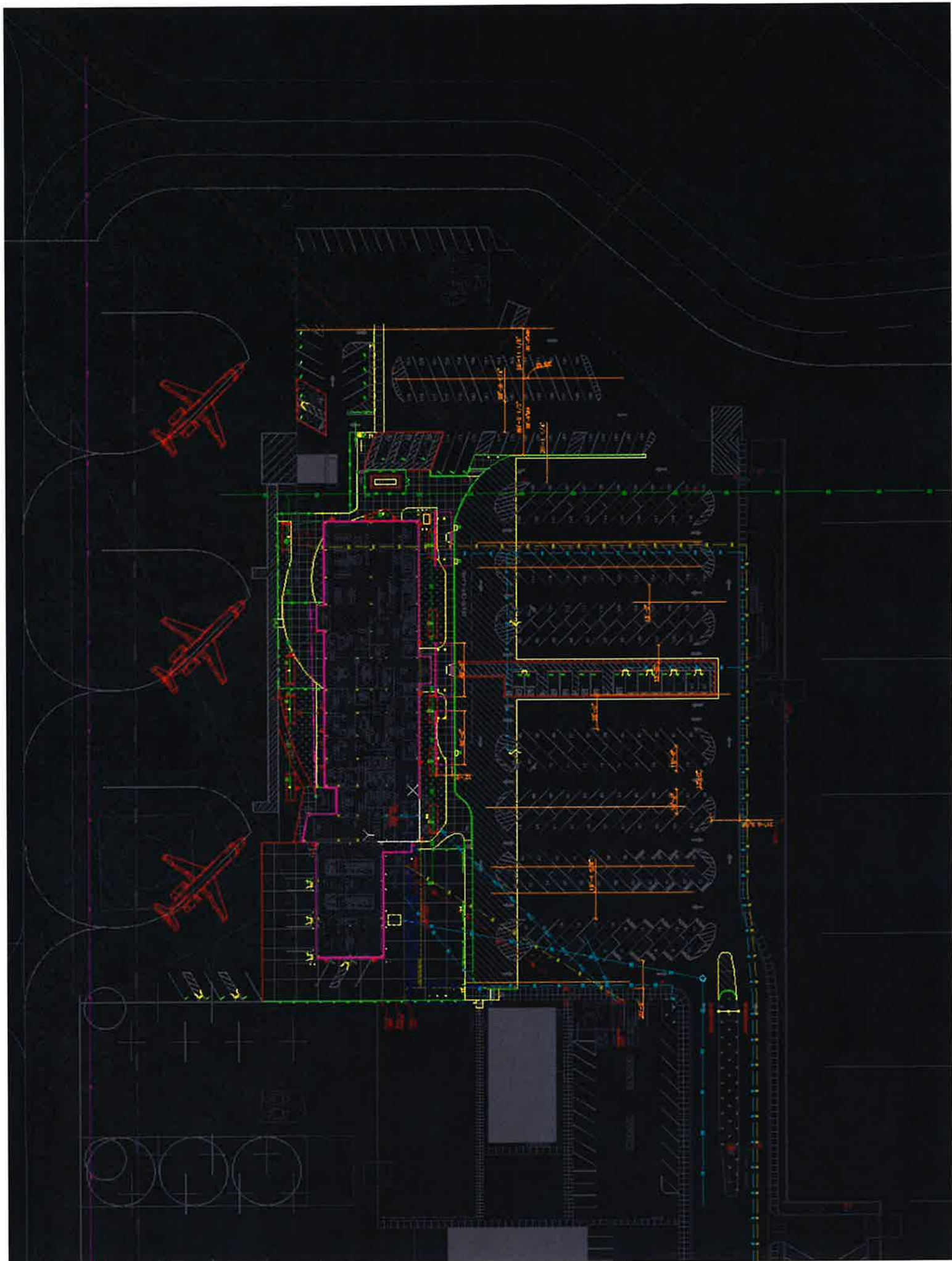
Discuss the new draft terminal, administration office and aircraft rescue and firefighting facility, Buchanan Field. This is a general discussion regarding status of the site plan and design of the new facility. Airport staff will schedule a meeting with the FAA to review the project in advance of submitting an AIP grant application for the construction of the ARFF component. The consultant is preparing the construction level documents. Construction is expected to start in July of 2021.

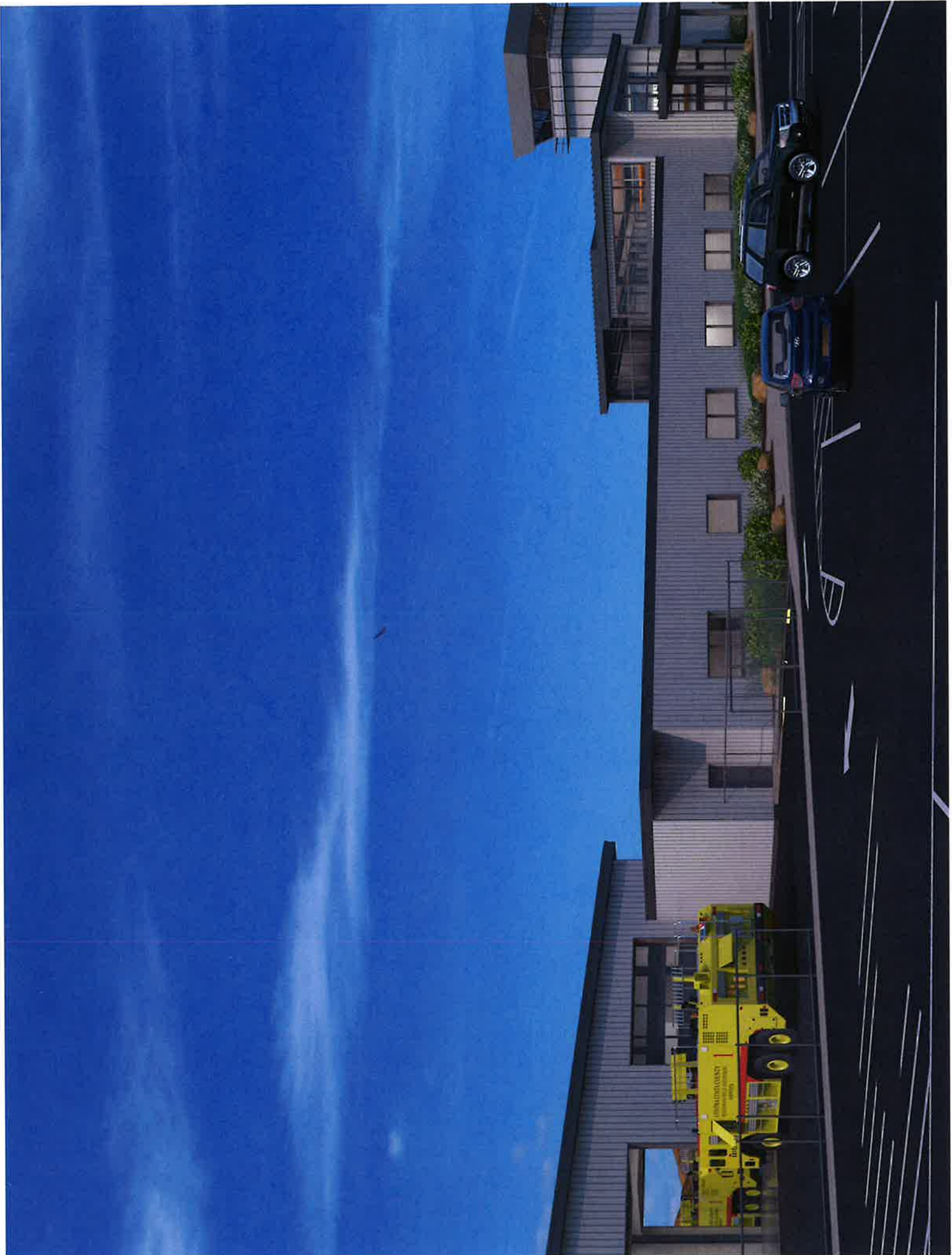
Fiscal Impact (if any):

The total cost for architectural services through construction management is \$1,092,209 of which \$765,002 is related to the terminal and office design. The County received a grant in the amount of \$270,000 from the FAA and \$13,500 from Caltrans for the design portion of the ARFF facility. The Airport Enterprise Fund will pay the grant match and all non-grant eligible costs, including the design of the Airport's administrative office space and general aviation portion of the facility. A grant request for construction of the facility will be submitted for FY 2021 funding, with a projected total cost of \$10,000,000.

Attachments

Terminal Replacement Project











Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

14.

Meeting Date: 08/12/2020

Subject: Discuss and Accept July 9, 2020 Drainage and Flood Control Study Update for Buchanan Field

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

To address new development the 1993 Flood Control Study for the west side of the Airport needed to be updated. There are four projects currently planned (including Items 14 c and d detailed below) that impact the drainage ditch adjacent to Marsh Drive; the area subject to the 1993 Flood Control Study. To facilitate the planned development, in November 2018, the County contracted with C & S Companies to update the Flood Report. The final updated report will provide mitigation options for developers to choose among when developing in the affected area.

Referral Update:

The draft final Flood Report update has been submitted and is being reviewed by County staff.

Recommendation(s)/Next Step(s):

This is a general discussion as to the status of the Flood Report update for Buchanan Field.

Fiscal Impact (if any):

The maximum contract cost is \$60,000 and is funded entirely by the Airport Enterprise Fund.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

15.

Meeting Date: 08/12/2020
Subject: Airport Director's Report
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

Not applicable - see items 15.a - 15.e

Referral Update:

Not applicable - see items 15.a - 15.e

Recommendation(s)/Next Step(s):

Airport Director's Report

Fiscal Impact (if any):

Not applicable

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

15. a.

Meeting Date: 08/12/2020

Subject: Discuss 4.6-acre development, 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. The parcel is partially (approximately 20%) within the unincorporated County and the balance (approximately 80%) is within the City of Concord. As such, on July 20, 2016, the Board approved an agreement between Contra Costa County and the City of Concord regarding the entitlement process for development of this parcel and the apportionment of tax revenues.

On December 6, 2016, the Board authorized Airports Staff to negotiate lease terms with another entity. Unfortunately, the other entity was unable to proceed with its proposed development and they withdrew its development interest on March 9, 2018.

On March 13, 2018, the Contra Costa County Public Works – Airports Division proactively solicited and advertised for development interest in the 4.6-acre site. The competitive solicitation process was consistent with the FAA Airports District Office's guidance for airport property use. The Airports Division received seven (7) letters of interest from private parties to develop the subject site.

On April 16, 2018, Airports Division staff distributed a RFP to select a master developer to the seven interested parties. The proposals and a \$25,000 development deposit were due on May 25, 2018. The Airports Division received two complete proposals, one from Montecito Commercial Group, LLC and a joint proposal from StoragePRO, Inc. and the Deutscher Properties Corporation.

A Selection Committee comprised of Airports Division staff, a member of the Aviation Advisory Committee, and a City of Concord staff member was convened to review and rank the two proposals. The ranking outcome was the proposal submitted by StoragePRO, Inc. and Deutscher Properties Corporation was unanimously ranked first and the proposal Montecito Commercial

Group, LLC was ranked second. They have been meeting with the City of Concord to proceed through the environmental process. On June 26, 2018, the Board authorized County staff to negotiate a lease and development terms with the respondents in ranked order.

Development of this 4.6-acre vacant parcel for commercial use would expand economic development activity at Buchanan Field Airport and lead to increased revenues for 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 Claremont Companies, LLC has replaced StoragePRO, Inc. in the development partnership with Deutscher Properties Corporation.

Referral Update:

Geotechnical work has been performed on the site. The project site plan, design, landscaping, and other development application components are underway. The team submitted a development application to the City of Concord in October 2019, and the application is proceeding through the entitlement process. County staff has negotiated lease and development terms with the development team. The project has been reviewed and approved by the City of Concord's Design Review Board and is scheduled before the City's Planning Commission in September 2020. The lease has been drafted and is being reviewed by the development team. The lease will be scheduled for the Board of Supervisor's review and approval when the City planning process is nearing completion which is anticipated to be by late fall 2020.

Recommendation(s)/Next Step(s):

Discuss the 4.6-acre development, Buchanan Field. This is a general discussion about the status of the proposed project.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

15. b.

Meeting Date: 08/12/2020

Subject: Discuss relocation of Confire Station 9 to Airport property, Buchanan Field

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact: Beth Lee, (925) 681-4200

Referral History:

ConFire has identified a preferred location to relocate Fire Station 9 which is an approximate 3-acre site of land located generally east/northeast of the Center and Willow Street intersection on the west side of Buchanan Field Airport. The project would also include an aircraft hangar. The desired location of the fire station is designated for non-aviation use and the hangar location is designated for aviation use on the adopted Airport Master Plan. CEQA analysis of the site is currently underway.

Referral Update:

On October 8, 2019, the Board authorized Airports Staff to negotiate lease and development terms for 3-acres of County owned land at Buchanan Field Airport. The Buchanan Field Flood Report update is nearing completion which will provide the mitigation options for projects located along the drainage ditch on the west side of the airport. This project is located in the Flood Report impacted area.

Recommendation(s)/Next Step(s):

Discuss the proposed relocation of Confire Station 9 to Airport property, Buchanan Field. This is a general discussion about the status of the proposed project.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

15. c.

Meeting Date: 08/12/2020

Subject: Discuss Development of 16-acres non-aeronautical use, Buchanan Field

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

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

Referral History:

FAA forecasts are used to determine long-term demand for aviation facilities and the amount of land needed for those facilities. The land denoted for aviation use on an airport layout plan (ALP) correlates to the long-term aviation facility needs.

The existing ALP shows the approximate 16-acres of vacant land on the northeast of Marsh Drive and Sally Ride Drive (generally across from the Airports Division office) for aviation use. In order for that land to be used for aviation facilities, a taxilane would need to be extended from the airfield. Further, that taxilane would cross Sally Ride Drive causing it to be severed. Thus, a new second connection to Marsh Drive would be required on the north end so that tenants can continue to access their hangars/buildings once the taxilane is installed. These combined improvements would be very expensive which would likely cause the land to remain vacant and unproductive.

The current forecasts for the ALP update indicate there is substantially more land currently reserved for aviation uses than needed to meet future demand. This, combined with the high cost to connect this property to the airfield, make the 16-acres economically infeasible for aviation use. As such, it was determined that this land should be released for non-aviation use.

County staff discussed the findings the FAA Airport District Office staff and they conceptually agreed with the approach and suggested that a land release request package be prepared in order for them to make a determination. The cost to prepare a documented categorical exclusion (CATEX) is approximately \$122,000. It is possible that an Environmental Assessment may be required if there are identified critical items during the preparation of the CATEX or if the FAA determines that a higher level NEPA evaluation is necessary.

Subsequently, the Airports Division received a letter of interest to develop this property for non-aviation use. A competitive solicitation process commenced, and the County did not receive any competitive interest. On December 4, 2018, the Board authorized negotiations for a ground lease and development terms with the Montecito Development Company, LLC for the

approximate 16-acres. Completion of the FAA release of the 16-acres for non-aeronautical use is required before a lease can be executed.

An Exclusive Negotiating Agreement (ENA) between Montecito Development Company and the County was reviewed by the Board at their May 7, 2019 meeting. The ENA is necessary for the development team to identify potential tenant(s) and to feel confident in proceeding with all of the review processes, including Federal NEPA environmental review, necessary to complete the FAA process for the release of the land for non-aviation uses. It will also enable the parties to proceed with the land use entitlement process and the CEQA process, as mandated by State law.

Referral Update:

On June 18, 2019, the FAA sent written confirmation of their intent to release the airport property for non-aeronautical use. The final FAA approval of the land release request will be based on successful completion and review of the formal land release package submittal by the County. On September 9, 2019, FAA staff found a copy of a letter that released the land for non-aviation use dated October 18, 1982, and FAA staff confirmed that this past action is still applicable. County staff is in process of negotiating lease and development terms with Montecito Development Company team. The Buchanan Field Flood Report update is nearing completion which will provide the mitigation options for this project as it located along the drainage ditch on the west side of the airport.

Recommendation(s)/Next Step(s):

Discuss the 16-acre development, Buchanan Field. This is a general discussion about the status of the proposed project.

Fiscal Impact (if any):

The Airport Enterprise Fund will no longer need to be used to cover the additional land release project expenses.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

15. d.

Meeting Date: 08/12/2020
Subject: Discuss 0.86-acre Development at Buchanan Field
Submitted For: Keith Freitas, Airports Director
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:** Beth Lee, (925) 681-4200

Referral History:

The development site is approximately 0.86 acres of land owned by the County and located on the west side of the Buchanan Field Airport on the north end of Sally Ride Drive. The site is designated for aviation use on the Buchanan Field Master Plan.

In February 2020, the County received a letter of interest to develop the 0.86 acres at Buchanan Field. In accordance with the Airport Division's standard, the Airport Division solicited for competitive interest in developing the parcel prior to making a developer selection. This solicitation of competitive interest was transmitted to the current commercial tenants of both County airports and to those persons who have asked to be included on a list of developers interested in developing land at either of the County airports. The County did not receive any other letters of interest to develop this property.

On March 31, 2020, the Board authorized Airports staff to negotiate lease and development terms with VOLY RE, LLC.

Referral Update:

County staff is in process of discussing lease and development terms for the project with the developer.

Recommendation(s)/Next Step(s):

Discuss the 0.86-acre development proposed for Buchanan Field. This is a general discussion regarding the status of the project.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

15. e.

Meeting Date: 08/12/2020

Subject: Discuss Proposed Development of 4.1-acre phase 1 aeronautical use at, Byron Airport

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 4.14 acres of land owned by the County and located on the west side of Eagle Court at the Byron Airport. The site is designated for aviation use on the Byron Master Plan.

On September 18, 2019, the County received a letter of interest to develop the 4.14 acres at the Byron Airport. On September 19, 2019, the Contra Costa County Public Works – Airports Division solicited for competitive interest to develop the 3 acres. The solicitation period ended on October 14, 2019, and the County did not receive any additional letters of interest.

On November 5, 2019, the Board authorized Airports Staff to negotiate lease and development terms with Mark Scott Construction, Inc.

Referral Update:

Mark Scott Construction is in process of submitting building permits and anticipates construction to start by late March 2020. The lease is being developed and anticipated to be scheduled for the Board of Supervisor's review at their February 25, 2020, meeting. County staff negotiated lease and development terms with the development team. A lease has been drafted and is expected to be scheduled for the Board of Supervisor's review and approval in September. The effective lease date will be October 1, 2020.

Recommendation(s)/Next Step(s):

Discuss the 4.14-acre development, Byron Airport. This is a general discussion about the status of the proposed project.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

15. f.

Meeting Date: 08/12/2020

Subject: Discuss Proposed Development of 4-acre phase 2 aeronautical use at, Byron Airport

Submitted For: Keith Freitas, Airports Director

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Beth Lee, (925) 681-4200

Referral History:

This development site is about 4 acres of land owned by the County and located on the east side of Eagle Court at the Byron Airport. This site is designated for aviation use on the Byron Master Plan.

In November 2019, the County received a letter of interest to develop the approximate 4 acres at the Byron Airport. In accordance with the Airport Division's standard, the County solicited for competitive interest in developing the parcel prior to making a developer selection. The solicitation of competitive interest was transmitted to the current commercial tenants of both County airports and to those persons who have asked to be included on a list of developers interested in developing land at either of the County airports. The County did not receive any other letters of interest to develop this property.

On March 31, 2020, the Board authorized Airports Staff to negotiate lease and development terms with Mark Scott Construction, Inc. for the second phase (Item 14.e. above is Phase I) of this project.

Referral Update:

County staff is discussing lease and development terms with the development team.

Recommendation(s)/Next Step(s):

Discuss the 4-acre development at Byron Airport. This is a general discussion about the status of the proposed project.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

16.

Meeting Date: 08/12/2020
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.
