



## 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.***