



## AIRPORTS COMMITTEE

RECORD OF ACTION FOR  
August 12, 2020

Supervisor Karen Mitchoff, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Karen Mitchoff, Chair  
Diane Burgis, Vice Chair

Staff Present: Keith Freitas, Director of Airports; Russell Millburn, Assistant Director of Airports; Beth Lee, Assistant Director of Airports; Judith Evans, Administrative Assistant; Elke Soberal, Administrative Assistant; Maureen Toms, Staff Dept. of Conservation and Development; Daniel Barrios, Staff Dept. of Conservation and Development; Mark Goodwin, Chief of Staff, District III; Anne O, Chief of Staff, District IV

### 1. Introductions

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. 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.

Keith Freitas recommended that the Airport Committee defer the ALUC selection until the next meeting in order to re-announce the vacancy to the candidates who had previously applied for the AAC vacancy. There were only had two applicants; Mr. Kauffman and Mr. Weber. Both Supervisors agreed to defer this item to next meeting.

AYE: Chair Karen Mitchoff  
Vice Chair Diane Burgis

### 4. Review and Approve record of meeting for February 12, 2020

February 12, 2020 minutes were approved.

AYE: Chair Karen Mitchoff

## **Vice Chair Diane Burgis**

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

Maurice Gunderson provided the following highlights:

- Covid-19 reduced the noise complaints and the number of operations at the airport; however, pilots have started flying again. Additionally, the 14L/32R construction project caused taxiway concentrated noise and therefore a few noise complaints.
- Dudek needs to act expeditiously to complete the Byron General Plan Amendment project, as there is a back log of construction projects ready to happen at Byron Airport in 2021.

### **6. Discuss progress regarding the Byron Airport General Plan Amendment (Daniel Barrios, Department of Conservation and Development)**

Daniel Barrios reported:

- Prior to beginning the traffic counts, Dudek had submitted a revised technical memo.
- Traffic Impact Analysis (TIA) is expected to be completed by the end of the year.
- Supervisor Burgis and Mitchoff requested they be updated by the 1<sup>st</sup> week of October to provide a timeline for completion.

### **7. Discuss Airport impacts from COVID-19**

Keith Freitas reported:

- Mid-March through June there was a significant reduction in operations.
- Operations started picking up in July and August.
- 90-95% of existing tenants continued to make rent payments.
- Financial target for Fiscal Year 2019-2020 year was met.
- CARES Act grant funds covered some of the staff salaries for 2019-2020.
- Construction interest continues and no one has cancelled any projects.

### **8. Discuss Runway 14L/32R Pavement Replacement Project, Buchanan Field Airport**

Keith Freitas reported:

- The \$6 million repavement project started about a month late due to Covid-19.
- The project continues to move forward with pavement replacement.
- Project is expected to wrap up at end of October.

### **9. Discuss Byron Airport Infrastructure Analysis (water, wastewater and utilities)**

Beth Lee reported:

- An Infrastructure Analysis for Byron Airport was completed about seven years ago.
- Airport staff is updating it to current standards based on the anticipated new growth opportunities identified under the General Plan Amendment. This study would give better direction to bring about the utilities.
- Airport staff is asking to use a portion of the Mariposa Funds to offset the cost of performing this analysis.

Supervisor Burgis agreed that using the \$43,400 from the Mariposa Funds is appropriate and recommended using the funds. It was seconded by Supervisor Karen Mitchoff.

**AYE: Chair Karen Mitchoff**  
**Vice Chair Diane Burgis**

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

Keith Freitas reported:

- The Board of Supervisors approved executing the written Master Administrative Agreement with the University of Alaska Fairbanks in March 2020.
- 3DR and Essential Aero are looking at Byron Airport specifically to do safety inspections, security fence, wildlife hazard, abatements, new equipment, and new software.
- Maurice Gunderson helped put Airport staff in contact with a professor at Stanford University. Stanford works with artificial intelligence, drone UAS testing and they may be interested in both airports as a satellite testing facility.
- Airports staff is also looking to work with UC Berkeley and UC Davis to do the same.

**11. Discuss the Airport Land Use Commission appointments**

Supervisor Mitchoff and Burgis discussed and elected not to make any changes at this time.

**12. Aviation Advisory Committee term limits, and possible bylaw update**

Supervisor Mitchoff and Burgis discussed and elected not to make any changes at this time.

**13. Discuss Terminal Replacement Project**

Keith Freitas explained the diagrams of the terminal replacement project:

- The new terminal is about 20,000 square feet and will include a general aviation terminal which is currently occupied by JSX.
- The center section will be the Airports Administrative office.
- The south end will be ARFF staff offices and vehicle storage.
- The initial design layout is 99% finalized.
- Airport Staff is working with JSX to minimize disruption to this business during construction.
- The expectation is to get funding first part of 2021 and start construction summer of 2021.

**14. Discuss and Accept July 9, 2020 Drainage and Flood Control Study Update for Buchanan Field**

Beth Lee reported:

- The Drainage & Flood Control Study for Buchanan completed back in 1983 must be updated per the requirement under the master plan process.
- Airport retained C & S to perform the update.
- DCD staff is working to refine the report to address all the requirements; with the

- objective being to convey the water appropriately.
- Developers will be provided different options to address the issue in the completed report.

## **15. Airport Director's Report**

### **a. Discuss 4.6-acre development, Buchanan Field**

The 4.6 development was approved by the City of Concord Design Review Board and is scheduled to go to the Planning Commission meeting the latter part of September or early part of October. If everything goes as planned, they would like to break ground this fall or next spring.

### **b. Discuss relocation of Confire Station 9 to Airport property, Buchanan Field**

The development has run into some issues as the building would go over some drainage ditches which significantly increases costs and the permitting process would be quite extensive. Airport is working with the Federal Aviation Administration to determine if we can relocate them slightly to the north away from the drainage ditches. They have an agreement with REACH to operate a combined air ambulance program which we believe makes it an aviation use and are waiting for the FAA to give the approval.

Keith added there are two options: to stay at that location and shrink the footprint of the building or move the project to the north.

### **c. Discuss Development of 16-acres non-aeronautical use, Buchanan Field**

The development team is doing the necessary studies for the environmental review and are concurrently trying to find a subtenant. The goal is to move as quickly as possible with the expectation of starting construction in 2021 or early 2022.

### **d. Discuss 0.86-acre Development at Buchanan Field**

Airport Staff completed a solicitation process. The adjoining tenant has indicated an interest in expanding; they are an UAS company and are currently negotiating terms.

### **e. Discuss Proposed Development of 4.1-acre phase 1 aeronautical use at, Byron Airport**

Airport Staff is in final lease negotiations with the developer and are expecting to get the documents to the Board in November. The goal is to have the effective date of the lease on or around December, so they can start construction this season and not wait until next spring. This is phase 1 of a 2-phase project.

### **f. Discuss Proposed Development of 4-acre phase 2 aeronautical use at, Byron Airport**

This is denoted as phase 2 which is about a 4-acre area that would be an expansion of the hangars in Phase 1.

## **16. Future agenda items**

None.

17. The next meeting is currently scheduled for November 5, 2020.

18. Adjourn

The meeting was adjourned at 11:51 a.m.

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For Additional Information Contact:

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