



Agenda

AIRPORTS COMMITTEE

September 14, 2022

11:00 A.M.

Join Zoom Meeting

<https://us06web.zoom.us/j/83582907618?pwd=L2lLeXd1NzI5dnhkZDZKUXXZhbnRqZz09>

Dial+1 669 444 9171 US

Meeting ID: 835 8290 7618

Passcode: 901404

To slow the spread of COVID-19, in lieu of a public gathering, the meeting will be accessible via Zoom to all members of the public as permitted by Government Code section 54953(e).

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 AAC Airport Neighbor (Byron) position and determine recommendation for the Board of Supervisors consideration.
4. Interview Candidates for the AAC Member-at-Large position and determine recommendation for the Board of Supervisors consideration
5. Review and Approve record of Meeting for March 9, 2022 (Chair)
6. Receive Update from the Aviation Advisory Committee Chair (Emily Barnett)
7. Update on Bay Area Test Site (BATS) activity, Buchanan Field and Byron Airport
8. Discuss Byron Development Potential & Constraints (water, sewer, storm water quality)
9. Update on Airports Current Project Development Projects
 - a. Discuss Proposed Development of 4.1-acre phase 1 Aeronautical use, Byron Airport
 - b. Discuss 4.6 Acre Self Storage Project Buchanan Field
 - c. Discuss Con Fire Station 9 Relocation to Airport Property Buchanan Field
 - d. Discuss Development of 16-acres non-aeronautical use Buchanan Field
 - e. Discuss 0.86-acre Development at Buchanan Field
10. Discuss Terminal/ARFF Building Development, Buchanan Field

11. Discuss Airfield Security Upgrade Project, Buchanan Field
12. Update on Airport Safety Officer Recruitment, Buchanan Field and Byron Airports
13. Future Agenda Items
14. The Next Meeting is Currently Scheduled for December 14, 2022
15. 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:

Greg Baer, Airports Director
Phone (925) 681-4200, Fax (925) 646-5731
Greg.Baer@airport.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

1.

Meeting Date: 09/14/2022

Subject: Introductions

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

Introductions

Referral Update:

Recommendation(s)/Next Step(s):

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

2.

Meeting Date: 09/14/2022

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

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

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

Referral Update:

Recommendation(s)/Next Step(s):

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

3.

Meeting Date: 09/14/2022

Subject: Interview Candidates for the AAC Airport Neighbor (Byron) position and determine recommendation for the Board of Supervisors consideration.

Submitted For: AIRPORTS COMMITTEE,

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

Interview Candidates for the AAC Airport Neighbor (Byron) position and determine recommendation for the Board of Supervisors consideration.

Referral Update:

Recommendation(s)/Next Step(s):

Interview candidates for the Neighbor-Byron seat on the Aviation Advisory Committee to complete a term ending February 28, 2024 (Interview and Determine).

Interview the following candidates for the Neighbor-Byron position on the Aviation Advisory Committee and forward a selection recommendation to the Board of Supervisors for consideration. Candidates to be interviewed are:

Dean Hickman-Smith

Attachments

Application - Dean Hickman-Smith

Application Form**Profile**

Dean

First Name

█

Middle Initial

Hickman-Smith

Last Name

Home Address

Byron

City

Suite or Apt

CA

State

94514

Postal Code

Primary Phone

Email Address

District Locator Tool**Resident of Supervisorial District:**☒ District 1

Incode Technologies

Employer

Chief Revenue Officer

Job Title

Length of Employment

2 months

Do you work in Contra Costa County?☒ Yes ☐ No**If Yes, in which District do you work?****How long have you lived or worked in Contra Costa County?**

2 years

Are you a veteran of the U.S. Armed Forces?☐ Yes ☒ No**Board and Interest****Which Boards would you like to apply for?**

Aviation Advisory Committee: Submitted

Dean █ Hickman-Smith

2022 JUL 29 P 4: 03

RECEIVED
BUCHANAN
AIRPORT

Seat Name

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

☐ Yes ☐ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ None of the above

College/ University A

Name of College Attended

France Hill School, UK

Degree Type / Course of Study / Major

Advanced Level Physics, Geography

Degree Awarded?

☐ Yes ☐ No

College/ University B

Name of College Attended

Bristol Polytechnic, UK

Degree Type / Course of Study / Major

Electronic Engineering

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Royal Air Force College Cranwell

Degree Type / Course of Study / Major

Officer Training

Degree Awarded?

☒ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

FAA Commercial Pilot

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

IAC Aerobatics

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

Intermediate and Advanced Aerobatics. Numerous Competitions. Placed 3rd in the US West International Aerobatics Competition at KTCY this year. Royal Air Force Flying Officer.

Qualifications and Volunteer Experience

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

I am a local competitive aerobatic pilot and would like to see sustained commitment to developing a thriving flying and training operation within the Contra Costa airport community.

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

I am a competitive aerobatic pilot and aircraft co-owner. I also have extensive business experience in the technology sector. I was also an Officer in the UK Royal Air Force Reserve.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☐ Yes ☒ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☒ Yes ☐ No

Dean ■ Hickman-Smith

If Yes, please explain:

I have business commitments that require overseas travel occasionally. With planning I can avoid conflict.

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

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

I have been a volunteer glider tow pilot for 7 years with Norcal soaring at C83.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ 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?

☐ 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

Dean ■ Hickman-Smith

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 2021/234, 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) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) 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: 09/14/2022

Subject:

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

Interview Candidates for the AAC Member-at-Large position and determine recommendation for the Board of Supervisors consideration

Referral Update:

Recommendation(s)/Next Step(s):

Interview candidates for the At-Large seat on the Aviation Advisory Committee to complete a term ending February 28, 2025 (Interview and Determine).

Interview the following candidates for At-Large position on the Aviation Advisory Committee and forward a selection recommendation to the Board of Supervisors for consideration. Candidates to be interviewed are:

Attachments

Member At Large Application -Campbell

Member At Large Application -Stappen

Member At Large Application -McCarthy

Application Form

Profile

PATRICIA

First Name

Middle Initial

CAMPBELL

Last Name

Home Address

Danville

City

Suite or Apt

CA

State

94526

Postal Code

Primary Phone

Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 2

University of the Pacific

Employer

Dean

Job Title

Length of Employment

5 years

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

5 years

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Aviation Advisory Committee: Submitted

PATRICIA J CAMPBELL

Seat Name

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

☐ Yes ☐ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

University of Denver

Degree Type / Course of Study / Major

Ph.D.

Degree Awarded?

☐ Yes ☐ No

College/ University B

Name of College Attended

Illinois State University

Degree Type / Course of Study / Major

BS

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses**Other Training A****Certificate Awarded for Training?**

☐ Yes ☐ No

Other Training B**Certificate Awarded for Training?**

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

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

I would like the opportunity to serve my community. I selected boards that would fit with my background and experience. I serve as the Dean of Benerd College at the University of the Pacific. Our school focuses on education, leadership, and professional and continuing education. We regularly partner with local businesses to address training and professional development needs. One of our goals to ensure our students exit our programs with the knowledge, skills, and abilities to be successful in their careers and in their lives. As such, I can bring an educational perspective to the Economic Opportunity Council and Workforce Development Board, while also learning about the needs of local businesses and the community. Lastly, as a private pilot, I am interested in the Aviation Advisory Committee because I see the need for private pilots to better understand the issues pertaining to airport security and economic development. I would be honored to be selected to serve on any one of these boards.

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

Please see my attached CV.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☐ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☒ Yes ☐ No

If Yes, please explain:

I work full time, but can typically adjust my schedule as needed.

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

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

Most of my volunteer experience has been with professional organizations, e.g. organizing conferences, serving on executive boards for professional organizations (American Political Science Association, Georgia Political Science Association), or serving on editorial review boards (Indigenous Policy Studies, Journal of Global Security and Intelligence Studies, etc). I have volunteered with Habitat for Humanity and Tree People.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ 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?

☐ 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 undersand 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

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PATRICIA CAMPBELL, Ph.D.

Dean, Benerd College
University of the Pacific

EDUCATION

Ph.D., International Relations	Korbel School of International Studies, University of Denver, Denver, CO Fields: Comparative Politics, Africa, Human Rights, Gender, Migration	1993
B.A., Political Science & History	Illinois State University, Normal, IL Double Major in History and Political Science; Minor German	1985

ACADEMIC APPOINTMENTS

Position	Institution	Year
Dean, Benerd College	University of the Pacific Stockton, CA	July 2019-present
Dean, University College	University of the Pacific	July 2017-July 2019
Vice President & Assistant Provost of Graduate Studies, Research, & Innovation	American Public University System Charles Town, WV	2014-2017
Vice President & Dean of Graduate Studies	American Public University System	2014-2015
Associate Vice President & Dean of Graduate Studies	American Public University System	2011-2013
Interim Dean of the School of Security & Global Studies	American Public University System	Jan.-April 2012
Program Director, International Relations, Middle Eastern, & Area Studies	American Public University System	2008-2011
Professor, Department of Political Science & Planning	University of West Georgia Carrollton, GA	2005-2008
Acting Chair, Department of Political Science & Planning	University of West Georgia	2002
Associate Professor, Department of Political Science & Planning	University of West Georgia	2000-05
Director, Global Studies Program	University of West Georgia	2001-2005
Assistant Professor, Department of Political Science & Planning	University of West Georgia	1995-2000

Adjunct Professor, Social Sciences
Department

Aims Community College
Ft. Lupton, CO

1994-95

Teacher, Social Studies

Academy of our Lady
Chicago, IL

Jan. 1986-Aug.
1987

PROFESSIONAL EXPERIENCE & SELECTED ACHIEVEMENTS

Administrative Leadership

University of the Pacific:

- Oversaw the merger of two existing colleges (University College and Benerd School of Education) into one College, Benerd College. This included strategic planning for the new entity, developing new bylaws and merging the staff functions. Benerd College, per university directive, functions under several different budget models requiring management of an annual budget along with endowed funds, totally more than \$10 million. Benerd College includes:
 - Bachelors through doctoral programs in Education, degree completion, and Counseling Psychology.
 - Credit and non-credit offerings, totaling more than 24,000 enrollments for FY2020.
 - International Programs and Services (IPS) and UOP International (UOPI).
 - State Authorization (2017-2021).
 - Online Teaching & Learning.
 - Osher Lifelong Learning Institute (OLLI).
- Oversaw successful accreditation visit by the California Commission on Teacher Credentialing (CCTC) and National Association of School Psychologists (NASP).
- Raised \$8 million toward the University's endowment campaign.
- Secured a series of grants (totaling more than one million dollars) from Abbott Pharmaceuticals to create Diabetes Management certificates to help battle the diabetes epidemic in the San Joaquin Valley.
- Introduced for-credit and stackable certificates to Pacific.
- Increased enrollment in continuing and professional development by more than 15,000.
- Increased enrollment in Bachelor of Liberal Studies by 130 percent.
- Restructured University College leading to a more than one million dollar increase in revenue in FY 18, an increase in enrollment, and an increase in the number of continuing education programs, certificates, and extension courses.
- Oversaw the revision of the structure and curriculum for Pacific's degree completion programs to better reflect the needs of employers and market demands.
- Oversee online education and instructional design at Pacific, promoting online teaching and learning across all three campuses and ensuring courses and programs are compliant with federal rules and regulations and with regional accreditation requirements.
- Manage UOP's partnership with Shorelight International, which has brought in more than 300 international students to Pacific.
- Managed Pacific's "Academic Technology Blueprint," which is Pacific's strategic plan for modernizing learning spaces, enhancing personalized learning, and extending support for faculty and student scholarship.
- Oversaw the Center for Teaching and Learning and helped ensure faculty had access to vibrant support for online teaching (2017-2019).

- Led Pacific's effort to accept Associate Degrees for Transfer (ADTs).
- Work closely with the local community and business leaders to identify areas where workforce development needs are not being met in order to develop the training, certificates, and programs that meet these needs.
- Serve on the Council of Deans, which provides advice to the provost on all matters related to the Academic unit.
- Manage the University's multiple external partners, Hanover, Canvas, Burning Glass, ECG, etc.
- Serve on the University's health school planning group that designed and launched a new school of Health Sciences.

American Public University System:

- Member of the President's Cabinet, which was responsible for the development, execution, and monitoring of the university's strategic plan and employee related MBOs.
- Responsible for exploring and creating alternative learning modalities, including competency-based education, micro-credentialing, prior learning assessment, etc.
- Working closely with the Board of Trustees, led the development of the institution's first doctoral programs, including completing the institution's successful application to our accrediting body, the Higher Learning Commission (HLC), to become a doctorate granting institution.
- Ensured effective communication and collaboration with IT, instructional design, marketing, scheduling, payroll, etc. for effective and timely project management of new strategic initiatives.
- Led the initiative to create competency-based learning programs that ensure educational quality and flexibility.
- Co-Chaired the university's Foundations of Excellence Committee, working in conjunction with the John N. Gardner Institute for Excellence in Undergraduate Education to develop new admissions criteria and a new core-learning module designed to positively impact retention, persistence, and graduation rates.
- Created and chaired the university's Institutional Review Board (IRB), responsible for reviewing all research involving human subjects.
- Created and chaired the university's Internal Research Review Board, which reviewed all requests to conduct research involving university staff, students, and faculty, ensuring the research was both sound and of strategic importance to the institution.
- Created the key performance indicators that were used by 36 master's degree programs to measure the university's progress in developing a vibrant graduate culture.
- Developed an online orientation for new graduate students and collaborated with school deans to make it a requirement for all incoming graduate students.
- Created and chaired the Graduate Advisory Council, which was responsible for providing oversight of 36 master's degrees, 43 certificates, and 7 learning track programs. Responsibilities included curriculum review, policy development and review, and accreditation preparation.
- Created and administered the university's graduate teaching certification process, which required all graduate teaching faculty to participate in a workshop that provided them with tools and strategies for creating a vibrant graduate culture.
- Implemented best practices in graduate education as recommended by the HLC and collaborated with school deans and program directors to prepare other discipline specific accreditation reports and applications.
- Shepherded nine programs (bachelor's degrees, minors, a certificate, and master's programs) through a period of rapid growth (400% in 4 years) and successful accreditation review by developing curriculum; scheduling courses; conducting program reviews; and recruiting, hiring, developing, and evaluating more than 30 faculty.
- Responsible for tracking all capitalized labor costs and profit and loss (P&L) related to the external contracts I oversaw.
- Administered the university's research grant awards process, which annually allocated over \$150,000 in research grants.

- Served on the Provost's Advisory Council, the university's academic leadership team, collaboratively charting the future goals and direction of the university and providing recommendations regarding the allocation of resources in pursuit of identified strategic priorities.
- Served as a peer reviewer for the Higher Learning Commission, working in teams to conduct on-site visits to assess universities' overall institutional quality as well as institutional progress toward meeting HLC established standards and criteria.
- Developed new policies for graduate studies' retention and persistence efforts as well as new entrance requirements that improved learning outcomes in 36 master's programs.
- Evaluated all 36 Master's programs, identified areas for improvement, and worked collaboratively with faculty, program directors, and deans to ensure a culture of continuous improvement.
- Set standards for end of program assessments across all graduate programs, including establishing all policies related to comprehensive exams and capstone exercises. Developed the End of Program Assessment Manual used by all graduate programs.
- Co-Chaired the university's initiative to map all programs to the Lumina Foundation's Degree Qualifications Profile's (DQP) five areas of learning (applied learning, intellectual skills, specialized knowledge, integrative knowledge, and civic learning). Developed strategies for identifying and closing gaps as well as created methods to validate the mapping process.
- Developed the university's institutional specific DQP area of learning, Digital Information Literacy, and worked collaboratively to integrate this into every university program.

University of West Georgia:

- Led the Political Science Department's efforts to convert curriculum from the quarter system to the semester system.
- Chaired various tenure and post-tenure review committees.
- Served as a faculty senator and chaired various committees within the senate including the Faculty, Staff and Personnel Committee that wrote the university's Sexual Harassment policy.
- Developed and served as Program Director for the university's first interdisciplinary bachelor's program in Global Studies.
- Successfully shepherded the Global Studies program through Southern Association of Colleges and Schools (SACS) accreditation review.
- As Acting Chair of the Political Science Department, managed the department's budget, including hiring, resource allocation, and procurement.

P U B L I C A T I O N S

"TED Studies: Government and Politics - Cyber-Influence & Power," co-author, Christy R. Stevens, TED Studies/Wiley, http://www.wiley.com/WileyCDA/Section/id-814658.html .	2013
<i>Introduction to Global Studies</i> , textbook, Wiley-Blackwell, co-authors Aran MacKinnon and Christy R. Stevens.	2010
"Collaborating with Librarians to Develop Lower Division Political Science Students' Information Literacy Competencies," <i>Journal of Political Science Education</i> , vol. 4, no. 2, co-author Christy R. Stevens.	2008
"Information Literacy and Global Citizenship: Collaborating to connect Lifelong Learning and Information Literacy in the Global Studies Classroom," <i>Reference Services Reviews</i> , vol. 34, no. 4, co-author Christy R. Stevens.	2006
"The Politics of Information Literacy: Integrating Information Literacy into the Political Science Curriculum," in <i>Information Literacy Collaborations that Work</i> , Eds. Trudi E. Jacobson and Thomas P. Mackey, New York, NY: Neal-Schuman Publishers, co-author Christy R. Stevens.	2005
"Gender and Post-conflict Civil Society: Eritrea," <i>International Feminist Journal of</i>	2005

Politics, vol. 7, no.3.

"Global Studies: Hurdles to Program Development, *College Teaching*, vol. 52, no.1, co-authors Paul E. Masters and Amy Goolsby. 2004

"Morocco, Changing Times? A New Generation of Arab Leader," *African Studies Quarterly*, vol. 7, no. 1. 2003

"The Truth and Reconciliation Commission (TRC) Human Rights and State Transitions: The South Africa Model," *Africa Studies Quarterly*, vol. 4, no. 3. 2000

"Gendered Human Rights: The International Community's Failed Response to the Persecution of Women," *Politics & Policy*, vol. 29, no.1. 2000

Democratization and the Protection of Human Rights: Challenges and Contradictions, Eds. Patricia J. Campbell and Kathleen Mahoney-Norris, Praeger Publishers. 1998

"Introduction," in *Democratization and the Protection of Human Rights: Challenges and Contradictions*, Eds. Patricia J. Campbell and Kathleen Mahoney-Norris, Greenwood Publishers, 3-14. 1998

"Unequal Democracies: The Gender Yardstick," in *Democratization and the Protection of Human Rights: Challenges and Contradictions*, Eds. Patricia J. Campbell and Kathleen Mahoney-Norris, Greenwood Publishers, 31-46. 1998

"The Global Studies Imperative," *Studies in Social Sciences*, vol. XXXV, co-author Paul E. Masters. 1998

"Culture, Human Rights, and Universality," *Third World Quarterly*, vol. 10, no. 1, co-author David R. Penna. 1998

"Preventing the Consequences of Human Rights Abuse: The Case of Refugee Women," *Selected Papers on Refugee Issues 1994*, with Peter W. Van Arsdale. Eds. Amy Zaharlick and Jeff MacDonald, Washington, D.C. American Anthropological Association, Committee on Refugee Issues. 1994

"The UNHCR and the International Refugee Protection System: Resources and Responses," in *Refugee Empowerment and Organizational Change: A Systems Perspective*, with Debra Kreisberg-Voss and Joy Sobrepena. Ed. Peter Van Arsdale. Arlington, VA, Committee on Refugee Issues-American Anthropological Association, 155-180. 1993

"The Mexican American: Bilingual Education and the English Only Amendment," in *Racism and the Underclass in American: Discrimination Against Minorities and State Policy*, with Priscilla Falcon. Eds. George W. Shepherd and David Penna, Greenwood Press, 145-160. 1991

"The Telephone Survey Method," *Applied Field Methods a Manual of Practice*. Eds. Peter W. Van Arsdale and Swarnalatha Rao Vemuri, Center for Cultural Dynamics, 42-46. 1991

"The Longitudinal Research Method," *Applied Field Methods a Manual of Practice*. Eds. Peter W. Van Arsdale and Swarnalatha Rao Vemuri, Center for Cultural Dynamics, 52-58.

SELECTED PRESENTATIONS & CONFERENCES

"Developing a Graduate Culture in an Online Environment," Higher Learning Commission Annual Conference, Chicago, IL April 2016

"Learning 3.0," International Studies Association, Toronto, Canada March 2014

"Delivering Political Science Online: How to Create an Effective Online Learning Environment," American Political Science Association's Teaching and Learning Conference, Long Beach, CA Feb. 2013

Short Course: "Researching to Learn, Learning to Research: Teaching, Learning, and Online Research," American Political Science Association, Seattle, WA	Sept. 2011
Workshop Organizer/Presenter: "Delivering International Studies Online: How to Create an Effective Online Learning Environment," International Studies Association, New Orleans, LA	Feb. 2010
"Information Literacy and Global Citizenship: Making the Connection Between Lifelong Learning and Information Literacy in the Global Studies Classroom," LOEX of the West, Kona, Hawaii	June 2006
"Information Literacy and Lifelong Learning in Political Science," Midwest Political Science Association, Chicago, IL	April 2006
"Gender Relations in Post-Conflict Society: The Case of Eritrea," International Studies Association annual meeting, New Orleans, LA	March 2002
"The Truth and Reconciliation Commission (TRC): Human Rights and State Transitions: The South Africa Model," International Studies Association, Annual Meeting, Los Angeles, CA	March 2000
"The 'Third Wave': Human Rights and the (Re)construction of Democracy," Chair and Discussant, Midwest Political Science Association, Chicago, IL	April 1997
"Preventing the Consequences of Human Rights Abuse: The Case of Refugee Women," with Peter W. Van Arsdale, American Anthropological Association, Washington, D.C.	Nov. 1993
"The Mexican American: Bilingual Education and the English Only Amendment," Spring Speaker Series, University of Denver, Denver, CO	May 1990

EDITING & PEER REVIEWING

Co-editor , <i>Journal of Global Security and Intelligence Studies</i> As co-editor and working in conjunction with the Policy Studies Organization, helped launch the journal, including securing reviewers, soliciting and reviewing manuscripts and book reviews, assisting with marketing, and ensuring overall quality of the journal.	Jan. 2014-Aug. 2017
Advisory Council , <i>Indigenous Policy Journal</i> Charged with reviewing policies related to the journal as well as reviewing manuscripts.	ongoing
Member, Advisory Board , <i>ABC POL SCI: A Bibliography of Contents: Political Science and Government</i> ,	1998-2001
Peer Reviewer	ongoing
<ul style="list-style-type: none"> <i>International Migration Review</i> <i>African Studies Review</i> <i>Women in Politics</i> 	<ul style="list-style-type: none"> <i>Indigenous Policy Journal</i> <i>Politics and Policy</i>

SELECTED PROFESSIONAL SERVICE

Peer Mentor , American Political Science Association, serving as mentor for new APSA members to assist with professional and career development.	2010-2018
Workshop Organizer , 19 th Annual Sloan Consortium (Sloan-C) International Conference on Online Learning. Created a full day workshop on graduate online teaching and learning (November 20, 2013, Lake Buena Vista, FL).	2013
Member at Large , Gay, Lesbian, Bisexual, and Transgender Caucus, International Studies Association	2010-2011
Section Organizer , Southern Political Science Association meeting, Gay, Lesbian, Bisexual, and Transgender Caucus, New Orleans, LA	2011
Member at Large , Women's Caucus, International Studies Association	2010-2012

Member , Executive Committee on Teaching and Learning, American Political Science Association	2009-11
Member , Southern Political Science Association Conference Program Committee, Chair, Comparative	2005
Officer , Executive Committee, Georgia Political Science Association	1997-2000

SELECTED HONORS

Above and Beyond Award, APUS, recognized for successful HLC Graduate Studies report.	2015
Learning Resources Grant (\$1260) to explore the pedagogical potential of podcasting, University of West Georgia.	2006
Center for Teaching and Learning Grant (\$2000) to establish a study abroad program in South Africa, University of West Georgia	2005
International Offices Grant (\$5000) to establish a study abroad program in South Africa, University of West Georgia.	2005
Learning Resources Grant (\$1500) to conduct research in Eritrea, University of West Georgia.	2002
University of West Georgia's Senior Faculty Nominee for the National Endowment for the Humanities Summer Stipend Grant.	2000
Fulbright-Hays Seminar, "Morocco and Senegal: Faces of Islam in Africa."	1999
National Endowment for the Humanities, "Human Rights and Cultural Relativism," June-July awarded, but unable to accept, Columbia University, New York.	1999

SELECTED BLOGS & PODCASTS

Blogs

"Globalization and Outcomes-Focus are Changing the Face of Graduate Education," https://evollution.com/programming/program_planning/globalization-outcomes-focus-changing-face-graduate-education/	2014
"Know What to Expect When Taking Online Courses," https://apuedge.com/know-what-to-expect-when-taking-online-courses/	2014
"Managing Expectations: How to Make Sure You are Ready for College," https://apuedge.com/managing-expectations-how-to-make-sure-you-are-ready-for-college/	2014
"Should You Go to Graduate School?" http://www.evollution.com/opinions/graduate-school/	2013
"Choosing the Right Graduate Program," https://evollution.com/opinions/choosing-graduate-program/	2013
"Welcome to Graduate School. Now What?" http://evollution.com/opinions/graduate-school-what/	2013
"How to Excel in Graduate School," http://evollution.com/opinions/excel-graduate-school/	2013
"Social Discourse is Valuable to Online Grad-Student Experience," Guest Blog for: https://wallyboston.com/social-discourse-is-valuable-to-online-grad-student-experience/	2013

Podcasts

"Syria: Stepping Back from the Brink, for Now."	2013
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"Syria's Civil War – Implications for the Region and for the U.S."	2012
"The Death of Qaddafi"	2011
"Uncertainties in Libya"	2011

Application Form**Profile**

Shawn

First Name

[REDACTED]

Middle Initial

Stappen

Last Name

[REDACTED]

Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

[REDACTED]

Primary Phone

[REDACTED]

Email Address

District Locator Tool**Resident of Supervisorial District:**☒ District 1

Self Employed

Employer

Small Business Owner / Retired
Lieutenant Colonel

Job Title

Length of Employment

27 Years

Do you work in Contra Costa County?☒ Yes ☐ No**If Yes, in which District do you work?**

1

How long have you lived or worked in Contra Costa County?

9 years

Are you a veteran of the U.S. Armed Forces?☒ Yes ☐ No**Board and Interest****Which Boards would you like to apply for?**

Airport Land Use Commission: Submitted

Shawn [REDACTED] Stappen

2022 AUG 12 P 2:34

RECEIVED
BUCHANAN
AIRPORT

Seat Name

Contra Costa Aviation Advisory Committee Member

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

☒ Yes ☐ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Embry-Riddle University

Degree Type / Course of Study / Major

Masters of Aeronautical Science - Operations Management

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

University of Tennessee - Knoxville

Degree Type / Course of Study / Major

Bachelor of Arts - Geography

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Central Texas College

Degree Type / Course of Study / Major

Associates - General Studies

Degree Awarded?

☒ Yes ☐ No

Other Trainings & Occupational Licenses**Other Training A**

FAA - Control Tower Operator (CTO)

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

US Air Force - Airfield Operations Officer

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

Airspace Operations Center, USAF (2007) Integrated Air Missile Defense , USAF (2016) Safety and Accident Investigation Board President, USAF (2018)

Qualifications and Volunteer Experience

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

I am a recently retired Air Force Lieutenant Colonel. I've always imagined I'd continue my service to the local community once my active duty commitments came to an end. I became intrigued with the ALUC and Aviation Committee during my service at Travis AFB. During my 3 years there as the executive officer leading airfield and air traffic control operations (2014 -2017), I represented Air Force Interests to the Solano County Airport Land Use Commission (ALUC) with regard to interference from nearby wind turbines on military aircraft and air traffic control (ATC) operations. It was my interaction with the commission technical teams and their public meetings where I advocated on behalf of the USAF that I found my expertise and experience had brought a lot to the challenges the commission were attempting to resolve. I hope to be seriously considered for this vacancy as I believe my background and experience would again be an asset, this time to the Contra Costa County Aviation Advisory Committee.

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

- Over 20-years, provided leadership and oversight to 800+ personnel performing air traffic control (tower/radar), airfield operations, navigation/communication duties and coordinated the maintenance of multiple airfields' infrastructure at 6 airfields and associated airspace in the US, and at numerous locations spanning 6 countries - Led operations at the Air Force's most complex and busiest airfield/ATC facility (Travis AFB); ensured equipment valued at \$98M+; collaborated with Solano County Commissioners to mitigate the effects of wind turbine interface with ATC radar systems - Routinely planned and executed \$390K+ annual budget; developed airfield operations directives/letters of agreement with FAA and local civic agencies

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

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

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

- Solano County Airport Land Use Commission (ALUC), Technical Advisor (2014-2017) - R-2508 & R-2515 Military Airspace Complex, Advisor (2017-2019)

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

Shawn ■ Stappen

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?

☐ 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

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 2021/234, 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) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) 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.

PROFILE

Leadership, enthusiasm, and initiative have culminated in a 27-year military career spanning service as an air traffic control officer/instructor, to mission director on Air Force One, to an airspace manager of domestic and international airspace, to recruiting and instructing students at the Nation's #1 ranked university. Relentless drive and motivation propelled promotion from entry level enlisted Airman to the responsibility of command as a Lieutenant Colonel. Seasoned interpersonal skills and creativity results in award winning leadership, performance, and selective duty appointment to high-pressure, no-fail missions. Motivates the most from each individual team member by adapting leadership style to the person and task. Gains respect through leading by example and permeating a positive attitude. Adept at communicating complex and technical material, both formally and informally, by extracting relevant information to the targeted audience through direct and concise means. Eager to continue educating, mentoring, and influencing people to understand complex subject matter and learn to develop the innovative skills necessary to exceed goals and create the next generation of educated, talented citizens. Seeks to transform academic and military experience into serving the local community and building a successful small business.

CAREER HISTORY

- *Owner, Chronobox Designs (2022 - Present)*
 - Brentwood, CA
- *Adjunct Professor / Department Chair / ROTC Unit Commander (2019-2022)*
 - University of California, Berkeley, CA
- *Research and Development Support, Operations Director (2017-2019)*
 - Edwards AFB, CA
- *Chief Manager, Combat Airspace (2016-2017)*
 - Al Udeid AB, Qatar
- *Presidential Airlift Mission Director / Executive Officer - Air Force One (2008-2012)*
 - Andrews AFB, MD
- *Airfield Operations Flight Commander (2002-2007, 2013-2019)*
 - Little Rock AFB, AR, Scott AFB, IL, Osan AB, Korea, Travis AFB, CA
- *Intern, Geographic Information Systems (2001-2002)*
 - Department of Interior, Office of Surface Mining, Knoxville Field Office, TN
- *Tanker Aircraft Maintenance Technician (1999-2002)*
 - Tennessee Air National Guard, Knoxville, TN
- *Tactical Aircraft Maintenance Technician (1995-1999)*
 - Pope AFB, NC

EDUCATION / CERTIFICATIONS

- Academy of Art University - San Francisco
 - Master of Graphic Design (Pursuing, expected 2024 graduation)
- Embry-Riddle Aeronautical University
 - Master of Aeronautical Science – Aviation Management (2007)
- University of Tennessee, Knoxville
 - Bachelor of Arts – Geography (2002)
- University of California, Berkeley – Executive Education
 - *The Innovative Organization* (2018)
- Federal Aviation Administration
 - Control Tower Operator (CTO) (2005)
 - Remote Pilot Certificate (Part 107) (Pursuing)

Application Form**Profile**

Michael

First Name

■

Middle Initial

McCarthy

Last Name

Home Address

Suite or Apt

City

CA
State94553
Postal Code

Primary Phone

Email Address

District Locator Tool**Resident of Supervisorial District:**☒ District 5

LightRiver Technologies

Employer

Packet/Optical Project Engineer

Job Title

Length of Employment

3.5 years

Do you work in Contra Costa County?☒ Yes ☐ No**If Yes, in which District do you work?**

4

How long have you lived or worked in Contra Costa County?

3.5 years

Are you a veteran of the U.S. Armed Forces?☐ Yes ☒ No**Board and Interest****Which Boards would you like to apply for?**

Aviation Advisory Committee: Submitted

Michael ■ McCarthy

Seat Name

At-Large 1

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

☒ Yes ☐ No

If Yes, how many meetings have you attended?

4+

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

UC Davis

Degree Type / Course of Study / Major

Psychology

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

Michael E McCarthy

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses**Other Training A**

Delta Connection Academy

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B**Certificate Awarded for Training?**

☐ Yes ☐ No

Occupational Licenses Completed:

CSEL, CMEL, Instrument Rating, CFIA, CFII

Qualifications and Volunteer Experience

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

As a local pilot, I feel that there are many ways to contribute to the aviation community. One way to have an impact is to influence the direction of the airport and its relationship with the community. I've had some experience with this in a past position, and would like to bring my interest and experience to KCCR. I am a tenant of KCCR and an airplane owner. I believe that as a member for the Aviation Advisory Committee and the Airport Land Use Committee, I can best promote and protect the interests of the local airports, the local aviation community, and myself.

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

I have had a long term passion for aviation most of my life. This has manifested itself in a number of ways: as a line boy and student pilot in high school, a security inspector with TSA, training for a career in aviation after leaving high tech following the dot com crash (culminating in commercial and instructor certificates), a safety and security manager at one of the largest flight schools in the U.S., FFAST Team representative, and as an owner of aircraft. This allowed me to interact with the local airport authority (KSFB), the FAA (FSDO 15 and KSFB tower), and the pilot community in less common ways. I have attended security meetings--both public and restricted--and sat in on airport advisory committee meetings at another airport. I have attended AAC meetings locally and I plan to continue to do so as much as possible. I also will be attending Airport Land Use committees meetings as I am able.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☒ Yes ☐ No

If Yes, please explain:

I have a regular M-F, 8-5 job. However, I can be very flexible with my time. I do not see any significant obstacles that will prevent me from attending the monthly meetings. Potentially, that might require me to attend remotely/virtually instead of in person.

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

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

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

FAA FFAST Team representative in the Sanford, FL area, where I organized safety seminars for the aviation community on a regular basis. A number of years ago I served on the Board of the Company C Ballet Company.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ 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?

☐ 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.

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 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) 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

5.

Meeting Date: 09/14/2022

Subject: Review and Approve record of Meeting for March 9, 2022 (Chair)

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

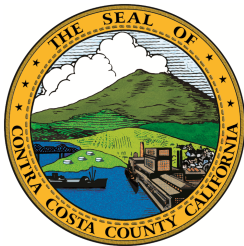
Review and Approve record of Meeting for March 9, 2022 (Chair)

Referral Update:

Recommendation(s)/Next Step(s):

Attachments

Record of Action 3-9-22



AIRPORTS COMMITTEE

RECORD OF ACTION FOR
March 9, 2022

Supervisor Karen Mitchoff, Chair
Supervisor Diane Burgis, Vice Chair

Present: Karen Mitchoff, Chair
Diane Burgis, Vice Chair

Staff Present: Monica Nino, County Administrator; David Twa, Interim Director of Airports; Mark Goodwin, Chief of Staff District III; Anne O, Chief of Staff District IV; Steve Kowleski, Chief Deputy Director, Public Works; Russell Milburn, Assistant Director of Airports, Operations; Beth Lee, Assistant Director of Airports, Administration; Elise Schilling, Administrative Services Assistant II; Daniel Barrios, Department of Conservation and Development; Will Nelson, Department of Conservation and Development

Attendees: Emily Barnett

1. Introductions

Meeting called to order 11:01 a.m.

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

Russel Millburn recognized Byron Airport Lead Airport Safety Officer Steve Callahan for his 28 years of service to the county and notified the supervisors of his retirement on March 3, 2022

3. Interview Candidates for AAC Member-At-Large position and determine recommendation for the Board of Supervisors consideration

Supervisor Mitchoff motions to recommend Emily Barnett for the Position and Supervisor Burgis seconds. Emily Barnett has been selected to serve a second term as Member-At- Large for the Aviation Advisory Committee

Supervisor Burgis and Supervisor Mitchoff Interviewed three candidates for the position.

1. Emily Barnett
2. Donald Davidson
3. Michael McCarthy

AYE: Chair Karen Mitchoff
Vice Chair Diane Burgis

4. Review and Approve record of meeting for September 8, 2021 (Chair)

AYE: Chair Karen Mitchoff
Vice Chair Diane Burgis

5. Receive update from the Aviation Advisory Committee Chair (Emily Barnett)

Emily Barnett Reported:

- Increased public participation in the Aviation Advisory Committee meetings.
- Airport Operations increase
- Aviation gas costs have increased
- Compared costs of fuel at Buchanan Field and Byron Airport to other airports in the area.
-

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

Daniel Barrios reported:

- Department of Conservation and Development staff met with Wilton Rancheria Tribal Council staff on September 22, 2021 and staff concluded consultation with Wilton Rancheria on January 21, 2022
- Staff were able to move forward on completing comments on the draft final Environmental Impact Review components
- Staff has been pushing to meet the March 2022 deadline, the project goes to hearing at County Planning Commission on March 9, 2022
- Staff anticipates submitting to County Board of Supervisors April 12, 2022

7. Discuss partnership between Contra Costa County and CCTA/GoMentum

David Twa reported:

- Meetings have occurred at the
- Develop a master agreement with CCTA to cover activities at the Naval Station property, subsequent agreements to cover activities at Byron and Buchanan field
- Master agreement by June sub agreements is Dec 2022

8. Discuss the Bay Area Test Site (BATS) Program, Buchanan Field and Byron Airport

- Bats has significantly expanded, and multiple entities have reached out for testing
- Six total tenants between two airports that are directly related to BATS program
- Urban Air mobility in process of building 3 hangars in the development
- BATs standard operations procedures are being adjusted to accommodate larger testing aircrafts
- Certificate of Authorization completed on 2/10/22

9. Discuss Airport's Project Development Update

a. Discuss Proposed Development of 4.1-acre aeronautical use at, Byron Airport

- Urban Air Mobility nearing completion on Phase 1
- Second phase of project has begun with construction of 1 large hanger
- Tenants already identified for phase 1 hangars
- Phase three will begin once tenants move in

b. Discuss 4.6 acre Self Storage Project, Buchanan Field

- Lease executed on 2/1/2022
- With City of Concord for building permits
- Construction expected to begin in April

c. Discuss Con Fire Station 9 to Airport property, Buchanan Field

David Twa reported:

- In January the FAA advised that Airports could receive a categorical exclusion that would allow construction
- Public works is looking at options that are related to the scope and cost of the project

d. Discuss 16-acres non-aeronautical use development, Buchanan Field

- Primary tenant has withdrawn interest in the project
- Development team has decided to reconfigure the project and is finalizing site plan
- Environmental, entitlements, and general plan amendment on track to be completed by end of 2022
- Goal is to begin construction in early 2023

e. Discuss 0.86-acre Development at Buchanan Field

- Aviation use Development
- Entered into exclusive negotiating rights with the development team
- A tenant has yet to be identified

f. Discuss Terminal/ARFF Building development, Buchanan Field

- The FAA AT&T phone line was relocated last week
- Pouring of footings continues this week
- Sanitary sewer and water main had to be relocated for the project
- Design aspects are still being developed including PG&E line
- JSX is happy with temporary housing, they are sharing what their needs are for the new building and have increased their flights at CCR
- Summer 2023 is an estimated move-in timeframe

10. Discuss Security project, Buchanan Field

Russell Milburn reported:

- County in Nov 2021 applied for a grant for the security project, initial bids came in over 100% more than expected.
- FAA pulled funding for the project
- 1/20/2022 FAA called Airports staff and asked for new bids on the project by 3/1/2022
- Public works was able to put out bid package and were returned
- Airports will proceed with the packages and it will be a cost saving measure for the project
- Expected start date is summer 2022

11. The next meeting is currently scheduled for - June 8th 2022

12. Adjourn

Meeting Adjourned at 12:11 PM

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

6.

Meeting Date: 09/14/2022

Subject: Receive Update from the Aviation Advisory Committee Chair (Emily Barnett)

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

Receive update from the Aviation Advisory Committee Chair (Emily Barnett)

Referral Update:

Recommendation(s)/Next Step(s):

Attachments

**Informational Updates from the Aviation Advisory Committee (AAC) for the
Contra Costa County Board of Supervisors – Airport Committee
September 2, 2022**

1. Meeting Consistency With Virtual Format

As mentioned in the June 8, 2021, and September 8, 2021, reports, AAC members had remained engaged despite virtual meetings. However, recent attendance has proven a bit more challenging with meeting quorum requirements. Summer vacations and current committee vacancies have been the cause. The Committee continues to see an increase in public attendance due to the topics and ease of participation with a virtual format.

2. Vacancies on AAC

There are three current vacancies on the AAC. The District 1, Airport Neighbor – Byron, and Member at Large seats are currently vacant.

3. Airport Operations Continue to Increase

Mid-year data reports show the airports' total operations and public inquiries/complaints in 2022 compared similarly to 2021 mid-year total operations and public inquiries/complaints. These operations include local takeoffs/landings, itinerate operations (airport-to-airport flights), and fuel purchases.

2020 Full Year	Total Operations – 73,438	Total Inquiries/Complaints – 116
2021 Full Year	Total Operations – 108,935	Total Inquiries/Complaints – 141
2022 Mid-Year Data	Total Operations as of June 2022 – 47,285	Total Inquiries/Complaints – 42

As mentioned in prior reports, considering public behavior has changed with the pandemic, with more people working in their homes around the airports, the increase complaints paralleling the increase in operations is not unexpected. It will be interesting to monitor complaints to determine if a reduction occurs as workers continue to move back to offices and on hybrid schedules. The AAC will continue to monitor public concerns and look for trends that need to be addressed to further positive public relations.

4. AAC Honors 15-year Committee Member Tom Weber

Recently, Tom Weber retired from the District 4 seat. Mr. Weber has been a tireless advocate for the airports and surrounding communities. He has served with commitment and distinction for over 15 years. The AAC honored him with a signed letter of thank you for his esteemed service and adjourned the February 10, 2022 meeting in his honor.

5. Upcoming Areas of Focus for the AAC

a) Fuel Services

The February 2022 AAC meeting hosted a vocal group of public participants to discuss the agenda item of Buchanan Airport fuel prices. The discussion was positive and complex. All parties had a deep desire to address rising fuel prices at the airport. The AAC has developed a sub-committee with AAC committee members, Airport staff, fuel providers, and interested public members to address several fuel issues, including fuel prices, a new self-serve fuel option, and preparing for new unleaded fuel options. The first sub-committee meeting was held on February 28, 2022.

b) Progress of the New Terminal Building

The Terminal Building is progressing. Water and sewer utility lines were permanently moved to accommodate the new footprint of the terminal building. Steel framing and wall panels, and internal infrastructure is progressing quickly. After completing new ground conduits for communications lines and other necessary utilities, the next phase will begin with the steel installation. The projected construction completion is in the Fall of this year or shortly thereafter. Airport staff will be working to ensure safety issues are addressed immediately. AAC members will continue to be sensitive to identifying/addressing concerns during the construction process.

c) Airport Development Projects

The AAC has been pleased with the substantial amount of development projects in process. Drone testing at both airports continues to be the main draw for companies who want two well-positioned airports for testing in both the Class D airspace of Buchanan and Class G airspace of Byron. Urban Air Mobility executed the second phase lease in their three-phase new aviation development at the Byron Airport to meet the hangar demand for UAS companies. The possibilities for significant, long-term benefits from these partnerships continue for the community. The Board of Supervisors approved a long-term ground lease for an approximate 4.5-acre parcel at Buchanan Field. The new lease was effective on February 1, 2022, and the developer anticipates breaking ground on the new self storage facility in April upon approval of their building permits from the City of Concord. Three Exclusive Negotiating Rights Agreements (ENRA) have been executed for three new aviation developments at Buchanan Field. The ENRAs will better enable the development team to market their projects to prospective tenants.

d) Byron General Plan Update

The Byron General Plan update was completed. The Committee will now stay abreast of the implementation of the Plan.

e) Public and Committee Economic Development Learning Opportunities

The AAC has made a commitment to bring in Airports' partners that are using facilities to test drone and autonomous transportation technologies. This allows the public to hear details about the County's economic development work.

f) Filling Vacancies

The AAC posted and promoted the opportunity for the public to participate on the Committee to fill the three vacancies.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

7.

Meeting Date: 09/14/2022

Subject: Update on Bay Area test Site (BATS) activity, Buchanan Field and Byron Airport

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

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 continues to explore business opportunities with UAS companies. On March 10, 2020, the Board authorized a Master Administrative Agreement with the University of Alaska Fairbanks to establish a partnership through which Buchanan Field and Byron airports will be included in the Pan-Pacific UAS Test Range Complex.

Referral Update:

Airports staff continues to market the Bay Area Test Site (BATS) program for UAS and AI opportunities at Buchanan Field and Byron Airports. Staff also continues to receive multiple requests for testing at both airports by those seeking to advance their respective technology. Most recently, companies such as Rain and Elroy Air expressed interest in, and are preparing to test at Byron Airport. Because each operator has different needs, including the desire for exclusive runway use, Airport Staff is working closely with each entity to best meet their needs while maintaining airport safety and operational considerations. Birdstop, the startup company that began testing at Byron and relocated to Buchanan, made a presentation to the Aviation Advisory Committee during the July meeting explaining their company's vision and their progress towards FAA certification efforts.

X-Wing, based at Buchanan Field, continues to make national news with their recent partnership with Textron (Cessna Aircraft). Earlier this year they received \$40 million in venture capital investment. X-Wing's recent partnership with Textron includes a joint venture to market a fully autonomous Cessna Grand Caravan cargo aircraft. Airports staff anticipates meeting with X-Wing in the near future about their long-term plans at Buchanan Field.

Recommendation(s)/Next Step(s):

Discuss the BATS program at 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 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

8.

Meeting Date: 09/14/2022

Subject: Discuss Byron Development Potential & Constraints (water, sewer, storm water quality)

Submitted For: AIRPORTS COMMITTEE,

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

In the spring of 2020, the County executed an agreement with Kimley-Horn Associates (Kimley-Horn) for a feasibility study to update the Byron Airport infrastructure (water, sanitary sewer, and fire system). The analysis was intended to provide options and associated costs for improvements needed to allow additional airport development. Kimley-Horn's analysis was completed in early 2021, which identified planning level buildout assumptions and infrastructure costs.

Referral Update:

Earlier this year the Board approved the Byron General Plan Amendment (GPA), which from a zoning and policy perspective allows for development at the Byron Airport. While completion of the GPA was a significant step in facilitating airport development, the lack utility infrastructure (water, sewer, storm water quality) remains a constraint to accommodate the airport's build-out potential.

As a follow-up to Kimley-Horn's work in 2021, Airport's staff has requested Kimley-Horn to develop a scope of work and fee to design the recommended improvements from the feasibility study. Such design would include infrastructure layout and package treatment facilities for water and wastewater. Additionally, and under a separate scope and fee, Kimley-Horn has been requested to assist in the development of a comprehensive stormwater quality infrastructure plan, also intended to facilitate future development.

Because the recommendations related to potable water and sanitary sewer involve small treatment facilities that will require operational permits with the State, trained and appropriately certified operators, and continual maintenance, Kimley-Horn will also be requested to provide an analysis of ongoing operational and maintenance (O&M) costs.

Recommendation(s)/Next Step(s):

Airports staff will continue to refine the desired scope of work with Kimley-Horn for infrastructure design and O&M costs. Once developed, staff will bring back further details and cost implications for the Airport's Committee consideration.

Fiscal Impact (if any):

The fiscal impact has 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

9.

Meeting Date: 09/14/2022
Subject: Update on Airports Current Project Development Projects
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:**

Referral History:

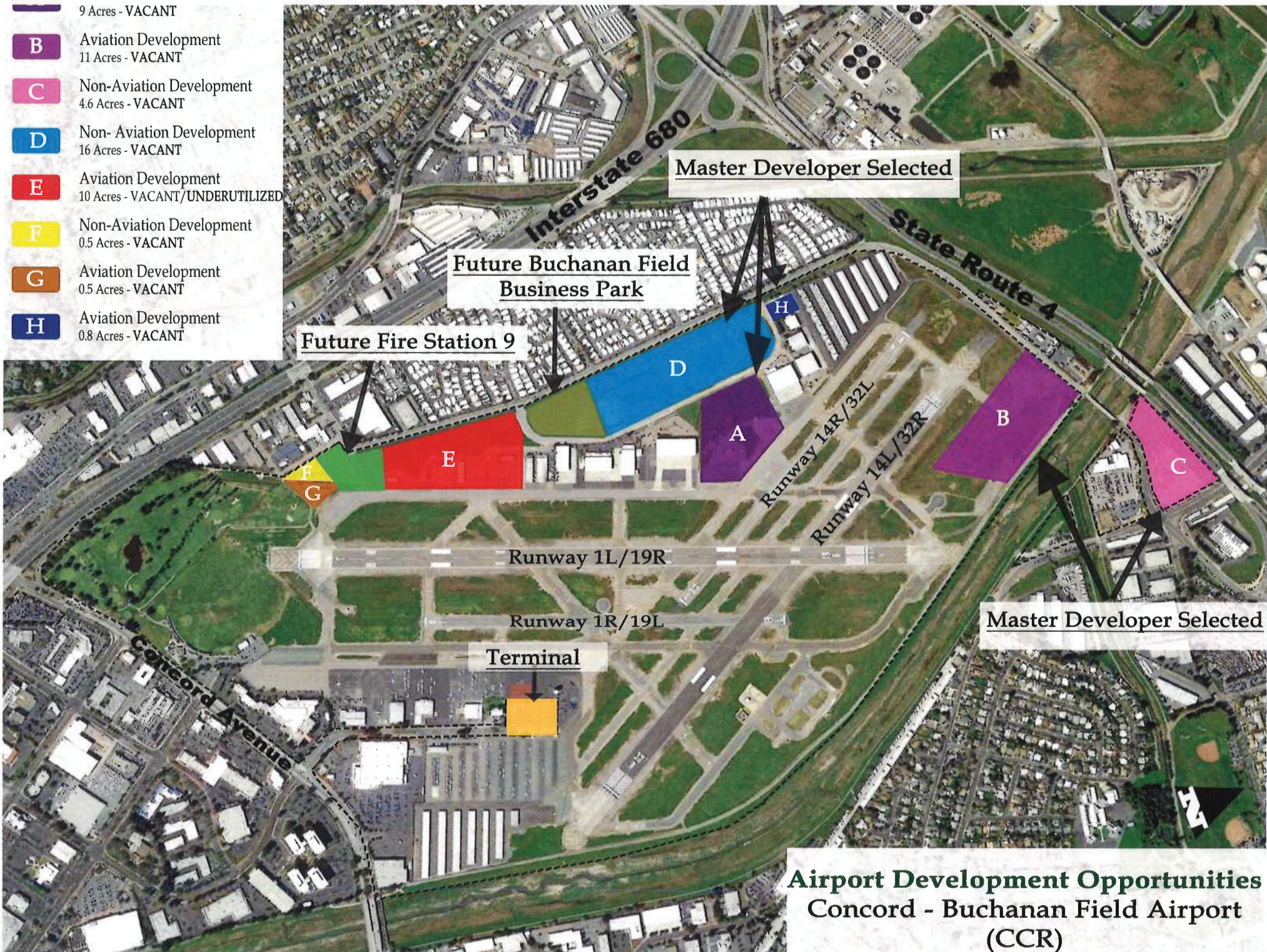
Referral Update:

Recommendation(s)/Next Step(s):

Attachments

CCR Development Map
C83 Development Map

- A 9 Acres - VACANT
- B Aviation Development
11 Acres - VACANT
- C Non-Aviation Development
4.6 Acres - VACANT
- D Non-Aviation Development
16 Acres - VACANT
- E Aviation Development
10 Acres - VACANT/UNDERUTILIZED
- F Non-Aviation Development
0.5 Acres - VACANT
- G Aviation Development
0.5 Acres - VACANT
- H Aviation Development
0.8 Acres - VACANT



Armstrong Rd

County Highway 14

Master Developer Selected
36 Acres Total

Airport Development Opportunities
Byron Airport (C83)



Holey Rd

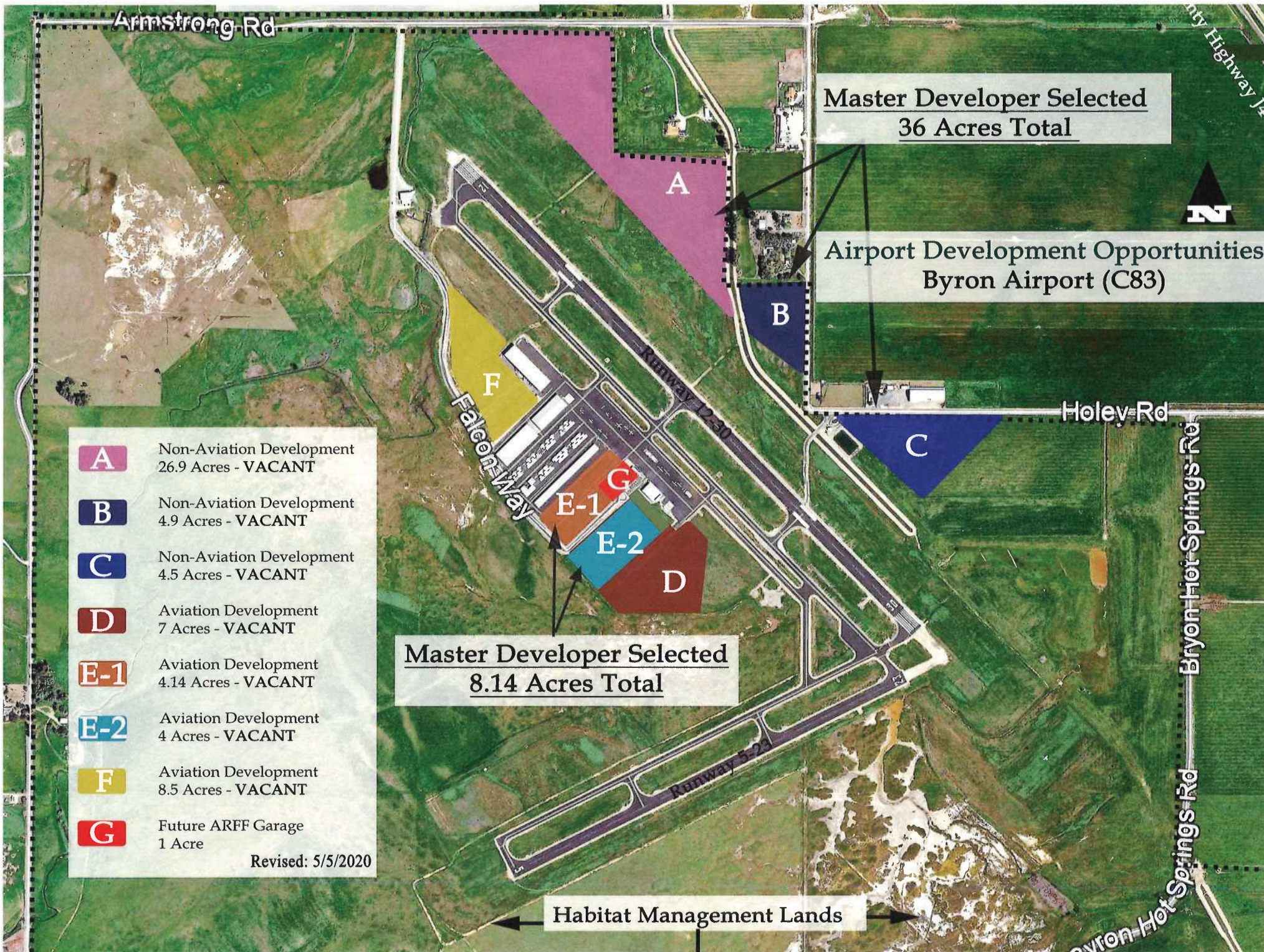
Byron Hot Springs Rd

- A** Non-Aviation Development
26.9 Acres - VACANT
- B** Non-Aviation Development
4.9 Acres - VACANT
- C** Non-Aviation Development
4.5 Acres - VACANT
- D** Aviation Development
7 Acres - VACANT
- E-1** Aviation Development
4.14 Acres - VACANT
- E-2** Aviation Development
4 Acres - VACANT
- F** Aviation Development
8.5 Acres - VACANT
- G** Future ARFF Garage
1 Acre

Master Developer Selected
8.14 Acres Total

Revised: 5/5/2020

Habitat Management Lands





Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

9. a.

Meeting Date: 09/14/2022

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

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

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.

Project approval and construction was delayed due to the lender's requirement to have leases signed with subtenants prior to commencing construction. To facilitate the project, Airports staff worked with the development team to break the initial project into three phases. Three separate leases were developed along with option agreements for the later phases. All three leases and the option agreements were approved by the Board of Supervisors at their January 5, 2021 meeting. The developer has executed the lease for the first phase. The project sponsor has also secured the building permits for the project.

The project sponsors are worked with Public Works staff and received approval of their stormwater and clean water requirements for the project. Construction commenced immediately upon completion of the stormwater and clean water elements. Building foundations have been poured for the initial phase of the development.

The first two larger hangars have been constructed.

The development team executed the lease for the second phase of the development on January 5, 2022. The second phase includes three large hangars; one of which is under construction and a second one is planned to start construction this fall. The third phase is for a row of box hangars; the lease for this phase is anticipated to be executed by Spring 2023.

Referral Update:

None.

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

9. b.

Meeting Date: 09/14/2022
Subject: Discuss 4.6 Acre Self Storage Project Buchanan Field
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:**

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.

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 The project proponent has been working with the City of Concord staff to address land use and aesthetic issues.

The project was reviewed by the City of Concord's Planning Commission on September 1, 2021, and it was carried over to their October 6, 2021, meeting to provide the developer additional time to determine if it was feasible to install a Class II bike lane along the entire parcel perimeter. The Marsh Bridge project design, however, impacts a large portion of the westerly parcel perimeter on Marsh Drive and the project cannot be delayed to accommodate a redesign for a Class II bike lane in the impacted area. The Planning Commission voted to approve the project at their October 6, 2021 meeting.

The Board of Supervisors reviewed and approved the lease at their February 1, 2022 meeting. The lease has been fully executed and the effective date is February 1, 2022.

Referral Update:

The Board of Supervisors reviewed and approved the lease at their February 1, 2022 meeting. The lease has been fully executed and the effective date is February 1, 2022.

The City of Concord is processing the building permit application and construction is now anticipated to begin within 30 days from the release of the building permits.

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

9. c.

Meeting Date: 09/14/2022

Subject: Discuss Con Fire Station 9 Relocation to Airport Property Buchanan Field

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

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 will also include an air ambulance component in collaboration with REACH Air Medical. 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.

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 will be located in the Flood Report impacted area. Due to the space constraints and ditches, Airport staff requested the Federal Aviation Administration (FAA) to determine that the combined air ambulance and fire station project would be an acceptable use on land noted for aviation use on the Airport Layout Plan. The FAA responded that as the fire station serves the broader community, we would have to undertake a release process to use aviation land for a non-aviation purpose. Airport staff has provided further project detail to the FAA about the combined and interrelated nature of the full project and asked for a reconsideration of their determination.

Public Works Capital Projects and Environmental staff are still working with environmental consultants to perform the necessary environmental analysis for the federal National Environmental Policy Act (NEPA) as required by the FAA to make a release of land for non-aeronautical use determination. FAA staff reviewed the first round of NEPA reports and has indicated that a Categorical Exclusion is likely, but additional information is needed to formalize this approach. The development team is completing the additional environmental review items. The finalized packet will be submitted to the FAA so they can complete the environmental review necessary for the land use release process (to allow for the non-aviation, fire station, component).

Referral Update:

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

9. d.

Meeting Date: 09/14/2022

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

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

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 (across from the Airports Division office) intended 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 have been viewed as cost prohibitive, likely resulting in the would be land remaining vacant.

The current forecasts for the ALP update indicate there is substantially more land currently reserved for aviation uses than needed to meet future demand forecasts. This, combined with the high cost to connect this property to the airfield, makes 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 with 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.

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 has been completed and provides the mitigation options for this project as it located along the drainage ditch on

the west side of the airport.

The project sponsor is working with staff from the Department of Conservation and Development as they perform the environmental studies and analysis to secure planning entitlements for the property.

The project site plan has been redesigned to allow for more for multiple tenant use. The project land use application was submitted to the Department of Conservation and Development in June 2022.

Referral Update:

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

9. e.

Meeting Date: 09/14/2022
Subject: Discuss 0.86-acre Development at Buchanan Field
Department: Airports
Referral No.:
Referral Name:
Presenter: **Contact:**

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. VOLY RE withdrew their development interest in early January 2021.

On January 14, 2021, the County received another letter of interest to develop the 0.86-acre parcel. Staff subsequently initiated a solicitation of competitive interest to current commercial tenants and to our list of parties interested in development on the airport properties. The deadline for competitive interest was March 1, 2021, and the County did not receive any additional letters of interest.

On March 30, 2021, the Board authorized Airports staff to negotiate lease and development terms with Mark Scott Construction, Inc. The development team is working with a prospective subtenant to determine a building design that could best meet their needs. Lease deal terms have been negotiated and the lease will be drafted upon receipt of the development deposit.

The development team provided the development deposit which is necessary for Airport staff to move forward in drafting a lease.

On January 25, 2022, the Board of Supervisors reviewed and approved an Exclusive Negotiating Rights Agreement (ENRA) for this site so the development team can actively market the property to identify an aviation subtenant. The ENRA term ends on March 31, 2024 unless extended for a maximum of six months by the Director of Airports.

Referral Update:

The project proponents continue the marketing effort and are working on preliminary site plans.

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

10.

Meeting Date: 09/14/2022

Subject: Discuss Terminal/ARFF Building Development, Buchanan Field

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

The Contra Costa County Board of Supervisors approved the project plan set and specifications and authorized staff to solicit for construction bids. The County received seven construction bids on March 11, 2021 which ranged in cost from \$12,990,000 to \$15,975,000. County staff reviewed the bids and found that the lowest responsive bidder was W.E. Lyons Co. at \$12,990,000. The bid amount, however, was much higher than the engineer's estimate of \$11,700,000. As a result, Airports staff has been working with the FAA to secure additional funding to move this project to construction. The Board of Supervisors approved a contract with W.E. Lyons Co. at their April 27, 2021 meeting.

The FAA offered two grants for a total of approximately 12,990,000 million dollars for the construction portion of the project. These grants were accepted by the Board on April 27, 2021.

A modular building was delivered on May 3, 2021, to temporarily house JSX during the project construction. W.E. Lyons received a Notice to Proceed for the project on June 7, 2021. The Contractor set up power to the modular temporary terminal. They have installed construction fencing, a contractor trailer, coordinated moving with JSX and AT&T. JSX moved out of the building to the temporary terminal August 24-25, 2021. After solicitation KSA and Hill replaced WSP as the permanent Construction Manager for the project.

W.E. Lyons has completed demolition of the old building, relocation of the sewer main, elimination of the water main under the footprint of the new Terminal, and poured approximately 95% of the footings. Remaining footings were blocked by an AT&T communication line that serves the Tower that is scheduled to be relocated during the night of February 23, 2022. Contractor is proceeding with utility line installation, final grading, steel fabrication, and slab pour in the next few months.

W.E. Lyons has completed all footings for the building. Interior underground plumbing, electrical and other utilities were installed. The slab on grade was poured in two parts on May 11 and May 14. Steel erection started on May 16 and is expected to be completed by the end of May. Some interior items have been identified as long lead times (up to 55 weeks) due to supply chain issues. Project team continues to work together to identify solutions.

Referral Update:

Progress continues to be made on both the interior and exterior of the building. The Water main relocation work is expected to be completed by end of September. The storm drain and sewer main work has been completed. The building requires a private sewer lift station to be installed, which was not part of the original bid set of plans. Additionally, the connection point for the building's electrical power must be changed from the original design. Staff anticipates bringing these change orders to the Board of Supervisors in the near future, where the combined cost increase is expected to be approximately \$700,000.

Recommendation(s)/Next Step(s):

W.E Lyons will continue forward with constructing the building. The construction management team will continue oversight of the project. Any issues arising during project will be brought to the Airport Committee as soon as possible.

Fiscal Impact (if any):

There is no impact to the General Fund. The FAA has provided two grants for a total of approximately \$12,990,000. The Airport Enterprise fund will cover costs above that with bond money and reserves as needed.

Attachments

ARFF and Terminal Building Update Photo 1

ARFF and Terminal Building Update Photo 2







Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

11.

Meeting Date: 09/14/2022
Subject: Discuss Security Project Buchanan Field
Department: Airports
Referral No.:
Referral Name:
Presenter:

Contact:

Referral History:

Contra Costa County Public Works Airports Division applied for a \$3,125,000 grant based on bid for security upgrades at Buchanan Field by the Federal Aviation Administration. The Board authorized the grant on June 16, 2020, and Kimley Horn was contracted to do the design of the project on November 1, 2020. The Board approved putting the project out for bid on March 2, 2021.

Kimley Horn completed the design, and the Project was put out for bid. The bid opening in April revealed bids that were significantly higher than expected with the lowest responsible bidder at \$6,440,432.00. The Airport continued the normal grant process with the Federal Aviation Administration. If the FAA cannot find additional grant funds for the Project, the Airport will have to cancel the Project.

The FAA requested an updated design package to try to achieve the grant amount of approximately \$3,125,000. Unfortunately, while Kimley-Horn was able to get the redesign package together, the FAA notified that the funds would not be available until potentially next spring. The plan at this point is to rebid the project next spring if grant funds become available again. The Board was asked to approve the Kimley-Horn redesign plan sets and a contract amendment for payment on September 7, 2021.

The FAA contacted Beth Lee, Assistant Director of Airports-Administration on January 20, 2022, with information that funding would be available provided a bid package and bids could be completed by March 1, 2022. Airport staff immediately started working on getting a bid package together with the help of Public Works staff. The grant application was placed, the project put out to bid and bid opening was February 22, 2022. Those bids will be sent to the FAA upon verification of lowest bidder in time to meet the March 1, 2022 deadline. The FAA will then determine whether the grant is awarded.

Referral Update:

The FAA has awarded the Airport two grants combined for approximately 4.3 million dollars. The Board has accepted both grants and the Board Order to enter into a contract with the lowest bidder went before the Board on September 13, 2022. The Contractor will start the work upon completion of the contract and the notice to proceed. The Construction Management team will be Kimley Horn upon Board approval of that Board Order on Sept 13, 2022 and the completion of the contract.

Recommendation(s)/Next Step(s):

If the Board approved both actions at the Sept 13, 2022, the Airport would complete both contracts and start coordination to start the Security Upgrades Project. A notice to proceed will be issued when appropriate and the Contractor will commence the work. The phasing will be coordinated with the Terminal Building Contractor WE Lyons for that portion of the project

Fiscal Impact (if any):

There will be no impact to the General Fund. The Airport Enterprise fund will cover any costs for the security project above the awarded grant amount.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

12.

Meeting Date: 09/14/2022

Subject: Update on Airport Safety Officer Recruitment, Buchanan Field and Byron Airports

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

None.

Referral Update:

In the recent past, several Airport Safety Officers (ASO) have left the County either due to retirement or to pursue other opportunities, resulting in four vacancies within the Airports Division. In response, Airports staff has worked with Human Resources to conduct a recruitment for Airport Safety Officers at the I/II level.

While the number of qualified applicants for the Airport Safety Officer I and II positions was lower than previous recruitments, 14 and 6 respectively, staff conducted eleven interviews and offered positions to the top three candidates. Two of the three offers were accepted, one at ASO I level, and one at the ASO II level.

Recommendation(s)/Next Step(s):

Airports staff will continue to work with Human Resources for onboarding of the two new employees, as well as look at options to fill the remaining two vacancies.

Fiscal Impact (if any):

None. The existing positions are included in the Airport Enterprise Fund FY 2022-23 budget.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

13.

Meeting Date: 09/14/2022
Subject: Future agenda items
Department: Airports
Referral No.:
Referral Name:
Presenter:

Contact:

Referral History:

Referral Update:

Recommendation(s)/Next Step(s):

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

AIRPORTS COMMITTEE

14.

Meeting Date: 09/14/2022

Subject: The Next Meeting is Currently Scheduled for December 14, 2022

Department: Airports

Referral No.:

Referral Name:

Presenter:

Contact:

Referral History:

The next meeting is currently scheduled for December 14, 2022

Referral Update:

Recommendation(s)/Next Step(s):

Attachments

No file(s) attached.
