



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: September 26, 2017

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to host a County sponsored event at the Buchanan Field Airport.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to host the 10th Annual Tenant Appreciation Barbeque (tentatively scheduled for Thursday, May 3, 2018), in an amount of approximately \$17,000 and held at the Buchanan Field Airport to thank customers for choosing Contra Costa County Airports - Buchanan Field and Byron Airports to store their aircraft and/or operate businesses, Pacheco (District IV) and Byron area (District III).

Pursuant to Administrative Bulletin No. 114 (County and Non-County Sponsored Events and Activities):

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/26/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: September 26, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)
681-4200

cc:

RECOMMENDATION(S): (CONT'D)

- a. APPROVE the Public Works - Airport Division to host the 10th Annual Tenant Appreciation Barbeque, which will require Airport Division staff time and County resources in an amount exceeding \$2,500; and,
- b. APPROVE and AUTHORIZE the expenditure of Airport Enterprise Funds, in an estimated amount of approximately \$16,000, including but not limited to costs for food, staff time, County equipment, rental equipment (tables, chairs, etc.), supplies (utensils, cups, napkins, storage containers, etc.), and other reasonable expenses related to hosting the 2018 – 10th Annual Tenant Appreciation Barbeque (including but not limited to replacement of barbeques, smokers, fans, tents, etc.)

FISCAL IMPACT:

There is no impact on the County General Fund. The total cost of approximately \$17,000 will be fully funded by the Airport Enterprise Fund. This estimated cost includes staff time (\$9,500), food/drink (\$6,000), and equipment (\$1,500).

BACKGROUND:

The 10th Annual Tenant Appreciation BBQ is tentatively scheduled for Thursday, May 3, 2018 and will be held at the Buchanan Field Airport. The average annual attendance is typically five hundred (500) tenants and the approximate annual dollar amount expended on this event is \$17,000.

This event was developed to recognize the airport tenants/stakeholders “our customers” and would include providing food and beverages. The goal of this event is intended to assist in marketing both the Buchanan Field and Byron Airports by highlighting the services we provide to both current and potential customers, which are the livelihood of the Airport Enterprise Fund. This is part of a marketing program to attract and retain tenants that benefit both the Airport systems (operating as a business) and the County (FY 2015-16, the Buchanan Field and Byron Airports generated \$2.77 million in possessory interest tax to go back to the County General Fund).

Pursuant to Administrative Bulletin 114 the County Administrator's Office has reviewed and approved the Airport's request to host the 10th Annual Tenant Appreciation Barbeque and recommends approval of this action by the Board of Supervisors.

Pursuant to Administrative Bulletin No. 114 (County and Non-County Sponsored Events and Activities):

- a. APPROVE the Public Works - Airport Division to host the 10th Annual Tenant Appreciation Barbeque, which will require Airport Division staff time and County resources in an amount exceeding \$2,500; and,
- b. APPROVE and AUTHORIZE the expenditure of Airport Enterprise Funds, in an estimated amount of approximately \$17,000, including but not limited to costs for food, staff time, County equipment, rental equipment (tables, chairs, etc.), supplies (utensils, cups, napkins, storage containers, etc.), and other reasonable expenses related to hosting the 2018 – 10th Annual Tenant Appreciation Barbeque (including but not

limited to replacement of barbeques, smokers, fans, tents, etc.)

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of marketing and promotion opportunity for the Airport and may impact funding