



Contra  
Costa  
County

To: Board of Supervisors  
From: Keith Freitas, Airports Director  
Date: January 16, 2018

Subject: Ratify the execution of a letter of intent by the Director of Airports related to potential participation in FAA Program

**RECOMMENDATION(S):**

RATIFY the execution by the Director of Airports of a Letter of Intent between the County and the California Department of Technology (CDT) related to the CDT's application to participate in an FAA-sponsored pilot program focused on unmanned aircraft systems (drones). Byron Area, District III and Pacheco Area, District IV.

**FISCAL IMPACT:**

There will be no impact to the County General Fund. There would be limited impact to the Airport Enterprise Funds associated with staff time to complete the project.

**BACKGROUND:**

The FAA has asked state and local governments, as well as private manufacturers and operators of unmanned aircraft systems (UAS, also known as drones) to participate in a pilot program to help develop policies for drone use. The program is intended to foster and encourage partnerships between state, local and tribal governments, UAS operators and other private sector stakeholders. Information and data gained through

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/16/2018** ☒ 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  
Federal D. Glover, District V  
Supervisor

ABSENT: Karen Mitchoff, District IV  
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: January 16, 2018

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

By: Stacey M. Boyd, Deputy

Contact: Beth Lee, (925)  
681-4200

cc:

### BACKGROUND: (CONT'D)

these partnerships will be used to enable the FAA to more rapidly authorize operations that currently require special permission and will inform future policy developments to help expand this growing industry.

On November 14, 2017, the Board of Supervisors approved and authorized the Board to submit a notice of intent to partner with the U.S. Department of Transportation to set local rules and regulations for UAS, through the same pilot program. By entering into the Letter of Intent with the CDT, the County has agreed to be part of the team the CDT has assembled to participate in the pilot program, if the CDT's application is selected by the FAA. The FAA's application, which was due January 4, 2018, requires all team members to be identified.

The Letter of Intent executed by the Director of Airports on January 3, 2018, identifies the County as part of the CDT's team and obligates the County to use good faith efforts to enter into an MOU with the CDT if the CDT's application is selected by the FAA. The MOU would identify the parties' respective rights and obligations. It is expected that the bulk of the administrative burden of being part of the pilot program will be borne by the CDT. The MOU between the County and the CDT would be subject to approval by the Board of Supervisors.

The CDT's application includes the following team members: Contra Costa County, the Contra Costa County Fire Protection District, the East Contra Costa Fire Protection District, the Contra Costa Transportation Authority, Airmaps Incorporated, Flirtey Incorporated, and SkySkopes Incorporated.

### CONSEQUENCE OF NEGATIVE ACTION:

The CDT will have to amend its application to exclude the County from the proposed team. The CDT's team would then need to find a substitute partner to provide airport support.