

**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
Director of Airports Office
Thursday, April 12, 2012, 12:00 p.m.**

The Aviation Advisory Committee will provide reasonable accommodations for persons with disabilities who plan to attend its scheduled meetings. Call the Director of Airports Office at (925) 646-5722 at least 24 hours in advance.

Any disclosable public records related to this meeting are available for public inspection at the Director of Airports Office, 550 Sally Ride Drive, Concord, during normal business hours.

- 1. Roll Call**
- 2. Opening Comments by Chair**
- 3. Public Comment Period**
- 4. Approval of Minutes (April 2012)**
- 5. Consider Consent Items**
 - a. Approve Airport Noise/Statistics Report (January and February 2012)
 - b. Receive Relevant Board Actions
 - c. Development Project Matrix (Revised April 2012)
- 6. Presentations/Special Reports**
 - a. City of Concord Zoning Update from City of Concord Staff
- 7. Discussion/Action Items**
 - a. Items Pulled from Consent
 - b. Officer Elections
 - c. Tenant Issues
 - d. Buchanan Field Security Project Update and Access Card Issuance
 1. Access Control Card Holders
 - e. Buchanan Field Airport Runway 01L/19R Overlay and Reconstruction Project (construction June 2012)
 - f. Airport Draft Minimum Standards Document Summary of Changes
 - g. Status of Mariposa Community Benefit Fund for Byron Airport
 - h. Update on Wide Area Augmentation System (WAAS) Approach at Buchanan Field
 - i. Status Report on Flight Track System for Buchanan Field
 - j. Tenant Appreciation BBQ, May 3, 11:00 am
- 8. Updates and Announcements**
 - a. Airport Committee Update
 - b. What is Happening at Buchanan Field & Byron Airports/Other Airports
 - c. Update from Airport Business Association
 - d. AAC Announcements
 - e. Airport Staff Announcements
- 9. Future Agenda Items**
- 10. Adjourn**

Next AAC Meeting: May 10, 2012 at 12:00 p.m.

Next Airport Committee Meeting (Tentative): June 25, 2012 at 11:00 a.m.

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
March 8, 2012**

MEETING CALLED: The meeting was called to order by Chair Tom Weber at 12:02 p.m. at the Director of Airport's Office.

PRESENT: **Mike Bruno**, CCC Airports Business Association
Geoffrey Logan, Vice Chairperson, District III
Keith McMahon, City of Concord
David Pfeiffer, District V
Rudi Raab, District I
Rich Spatz, Secretary, At Large 2
Russell Roe, District II
Tom Weber, Chair, District IV
Ed Young, At-Large 1

ABSENT: **Janet Kaiser**, Diablo Valley College
Derek Mims, City of Pleasant Hill

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Airports Director

**OPENING COMMENTS
BY CHAIR:**

Tom Weber welcomed Ed Young as the new At-Large member.

**PUBLIC COMMENT
PERIOD:**

Mike Bruno expressed concern over the trees at the approach end of Runway 01L/R as they are fairly high. Mike questioned if something was being done about them. Airport staff commented that this was in the Caltrans inspection and that they had to be surveyed; which was completed. The Golf Course is now in the process of having the trees topped.

Rich Spatz commented that the rehabbed Airport sign on John Glenn Drive looks good.

**APPROVAL OF
MINUTES:**

Moved by Geoff Logan; seconded by Mike Bruno. Approved unanimously.

APPROVAL OF

CONSENT ITEMS: Moved by Rudi Raab; seconded by Rich Spatz. Approved unanimously.

PRESENTATION/SPECIAL REPORTS:

- a. None

DISCUSSION/ACTION ITEMS:

a. **Items Pulled from Consent**

N/A

b. **Tenant Issues**

Duane Allen stated that there are people that sing and play in the hangar, that have a band and are really bad and are driving him nuts. Duane further thanked Airport staff for taking care of the person who was living in one of the hangars.

c. **Buchanan Field Security Project Update and Access Card Issuance**

- Construction is complete.
- Currently there are about 650 keys to be issued; about 300 have been issued.
- Currently the old system and new systems are working.
- As of April 2, 2012 the old key card system will be deactivated.
- Airport staff checked on how close a vehicle has to get to access. Airport staff used a very large vehicle to do the check and it was still about 4 feet away from the gate.
- Duane Allen commented that the proximity card has to be held very close to the reader and due to his car size he has to swing into the parking lot to get into the East Ramp gate. This should be resolved when the second gate is open for use.

d. **Buchanan Field Airport Runway 01L/19R Overlay and Reconstruction Project**

- Meeting with Ghilotti Brothers is next week to discuss the schedule.
- Project will require 30 working days of construction and nine (9) days of closure of the main runways 01L/19R and 14L/32R.
- Best start date for the project is around June 11; Airport staff will work with Airport tenants to make sure the timing will work.
- Airport staff will be working with the Contractor and tenants to better define the best nine (9) day period to close the long runways 01L/19R and 14L/32R.
- No lighted runways during the nine (9) day closure.

e. **Airport Draft Minimum Standards Document summary of Changes**

- There is still opportunity to see if there are additional public comments on draft document.
- There is nothing really new in the policies or requirements; it's a compilation of what already exists through various regulators.
- Mike Bruno stated his attorney reviewed the document and there were no problems.
- Mike further stated that Concord Jet's attorney also reviewed the document but he does not know if there were any comments.

- Mike also stated that the only issue he has heard is the enforcement of the document and unequal application. Might be helpful to have a policy of how it's enforced or have an oversight committee for involvement. Airport staff commented that typically, airport staff investigates complaints that are brought to our attention. Airport staff then needs proof of non-allowed activity to enforce such as publically noticing of place of business or money exchanging hands. The new minimum standards has a process built in for problems/complaints.
- Russ Roe commented that there needs to be more competition and agreement on the field in general
- Time to adopt the document will be determined internally and depends on input received. Most likely it will be between June and September.

f. Airport Fiscal Year 2011/2012, 50% Budget Update

- The 50% budget was provided in the packet.
- Revenues are higher than projected; some are skewed as we bill a month in advance.
- Budget changes have been made to lower costs and are on track for now.
- Airport staff continues to build the reserve fund as requested by the Airport Committee.
- Federal Aviation Administration passed a multiple year funding cycle but is now has a local match of 10% (was 5%).
- Geoff Logan asked about the Mariposa Energy Community Fund. Airport staff stated that they are working with the Supervisors to determine process and projects for use of these funds.
- Russ Roe asked if security upgrade was only for Buchanan Field. Airport staff responded that the security upgrades were only for Buchanan Field but is now looking at improvements at Byron Airport and may be looking at the Mariposa Energy Community Fund as a potential funding source.
- Duane Allen asked about increasing fence heights. Airport staff responded that they are trying to balance aesthetics without looking like a prison. The new fence, which is the standard 7 feet with black fabric and can have a 3-strand barbed wire topper.

g. Requests for Rent Reduction/CPI Waivers

- A small portion of tenants asked for a waiver of the CPI increase this year in consideration of the bad economy.
- There are two primary issues:
 - i. Not everyone is subject to them (disparate application/consideration)
 - ii. CPI helps fees keep closer to market so there is not a big sticker shock when rent is revalued less frequently (five (5) or 10 years).

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

- Next meeting is March 26
- Now looking to meet quarterly.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

- Veterans Event - March 31 for memorial.
- Cirrus Pilot Proficiency – April 20
- Beechcraft Pilot Proficiency Program (BPPP); usually brings in 50 to 80 aircraft - April 27 – 28.
- Annual Tenant Appreciation BBQ - May 3
- Collings Foundation - June 8 – 10
- Mustang National Rally - June 21 – 24
- Byron Airport Hangar Inspections - June 20 and 27

c. Update from Airport Business Association

Mike Bruno reported there were no updates. Tried to generate interest in minimum standards but there was no interest from members.

d. City of Concord Zoning Update

- The Airports property on north side within the City of Concord were being amended with the land use designations
- Original proposal was West Concord Mixed Use and is now changing to Business Park.
- The City is opposed to outdoor storage at those locations since Solano Avenue is a gateway to the city.
- Barry Miller of the City of Concord will be coming to the AAC in April.
- Issues on use considerations are safety and compatibility.

e. AAC Announcements

- Derek Mims has been reappointed by City of Pleasant Hill; waiting for authorization to be revised to reflect a 3-year term.
- The other two (2) positions are in a 60-day hold over period.
- Tom asked for member interest in Officer Positions; Mims, Pfeifer, and Bruno expressed interest.
- Airport Land Use Commission (ALUC) meeting was canceled in March.
- David Pfeifer questioned whether the Airports have looked at tie-in to upcoming America's cup. No discussions as yet.

f. Airport Staff Announcements

- Airport's new employee Raj Singh was introduced to the AAC; replacing Sue Hill who retired.

FUTURE AGENDA ITEMS

- Byron Airport Community Benefit Fund
- Update on Instrument Approach at Buchanan Field (WAAS)
- Flight Track Update – at some point
- City of Concord Land Use

ADJOURNMENT: The meeting was adjourned by the Chair at 1:05 p.m.

FINAL



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
February 9, 2012**

MEETING CALLED: The meeting was called to order by Chair Tom Weber at 12:00 p.m. at the Director of Airport's Office.

PRESENT: **Mike Bruno**, CCC Airports Business Association
David Dolter, At Large 1
Geoffrey Logan, **Vice Chairperson**, District III
Keith McMahon, City of Concord
Derek Mims, City of Pleasant Hill
David Pfeiffer, District V
Rich Spatz, **Secretary**, At Large 2
Russell Roe, District II
Tom Weber, **Chair**, District IV

ABSENT: **Janet Kaiser**, Diablo Valley College
Rudi Raab, District I

STAFF: Keith Freitas, Director of Airports
Beth Lee, Assistant Airports Director

**OPENING COMMENTS
BY CHAIR:** Tom Weber recognized David Dolter for his many years of service on the Aviation Advisory Committee (AAC).

**PUBLIC COMMENT
PERIOD:** It was asked that the meeting be closed in honor of Donald Coyle (KC's dad) who was a long-time aviation enthusiast and Buchanan Field user/tenant.

**APPROVAL OF
MINUTES:** **Moved by Dave Dolter; seconded by Derek Mims. Geoff Logan Abstained. Approved unanimously.**

APPROVAL OF

CONSENT ITEMS: Moved by Dave Dolter; seconded by Mike Bruno. Approved unanimously.

PRESENTATION/SPECIAL REPORTS:

- a. None

DISCUSSION/ACTION ITEMS:

a. **Items Pulled from Consent**

N/A

b. **Tenant Issues**

An update on tenants experiencing difficult times was given and Airport staff is continuing to work with those tenants to keep them current.

c. **Buchanan Field Security Project Update and Access Card Issuance**

- Getting close to completion; 1st walk thru on Friday, February 10.
- Once Airport staff has confirmed cards work with system, we will start noticing people in phases to come in and pick up their cards
- Airport staff was able to add a wireless system
- Russ Roe expressed concern over the card reader being too close to the gate; concern that someone could run into gate. Airport staff responded that the posts were installed to the design standards and did not know if they could be moved. The consultants will be asked about the distance to see if they have any concerns.
- Two gates on the west side for redundancy in case one stops operating; one will be locked open and only 1 gate will work at a time.
- Second gate was added to East Ramp as well.
- Harvard Holmes was concerned that the opening is wider and the car has to be far to the left to reach the reader (and it is too close to the gate); this leaves room for someone to go around and gain access with car there. Airport staff responded that with the proximity card you do not have to get as close to the reader.
- Russ Roe commented that a 20 foot gate size is average size and suggested the office phone number be posted nearby. These gates are only 16 feet wide.

d. **Buchanan Field Airport Runway 01L/19R Overlay and Reconstruction Project**

- It has been over 20 years since the runways were resurfaced.
- The project is due to start in June/July and will primarily affect corporate tenants; the entire project should take about 45 days.
- Cold and replace process of about the top 4 inches will be used and then the new 2 inch asphalt surface will be re-grooved.
- The primary runways (01L/19R and 14L/32R) will be closed for about 9 days when the work is performed in the intersection. Large aircraft will either need to remain at the Airport and not used or they will need to relocate for the 9 day period.

- The intent is to have Runway 32R lit at night during the construction period.
 - Airport staff will be working with the contractor over the next few months to refine the timeline and will let tenants know in advance (at least 30 days prior).
 - Project has to be done during summer months due to weather (dryness and temperature).
 - Core sampling has already taken place and a resident engineer will be brought in to oversee the process for the County.
 - The process for the pavement & asphalt is about 10 years old and more environmentally friendly, as such; the intersection will be done after other work has been performed so their learning curve will be in other less critical areas.
 - The 9 day closure period will be confirmed with the contractor. The AAC questioned whether there could be a financial incentive to shorten the time frame at the intersection.
 - Concern was expressed over relocating aircraft to other locations as the parties involved may prefer the location and stay there.
 - The overlay will not increase the weight capacity for the runway; however, the grooving could improve runways for braking ability.
 - The end of Runway 1L will not be closed for fuelers; the end concrete pads are not anticipated to be part of this project at this time.
 - This item will remain on the agenda until the project is completed for additional comment/input opportunities.
 - Since the project will be during the summer there will not be as many issues with IFR approaches due to weather. They will coordinate with Travis for the approach to minimize disruption of use.
- e. **Airport Draft Minimum Standards Document summary of Changes**
- This item will remain on the agenda throughout the process.
 - Comments were received from two (2) Buchanan Field tenants and one (1) Byron tenant.
 - Changes were made to the draft Minimum Standards Document and were distributed to the members.

UPDATES/ANNOUNCEMENTS

- a. **Airport Committee Update**
- Last meeting was held in December and its primary focus was the Airport budget.
 - Considering scheduling meetings less frequently; either bi-monthly or quarterly.
- b. **What is happening at Buchanan Field & Byron Airports/Other Airports**
- Veterans Event – last weekend in March. They have requested to use the transient ramp.
 - Mustang Car Show Event - June
- c. **Update from Airport Business Association**
- Mike Bruno asked if ADG was building new hangars. Airport staff explained that their lease was amended and they are still trying to market the project.

d. AAC Announcements

1. Airport Land Use Commission (ALUC)
 - a. City of Concord came out to discuss reuse of the naval weapons station. The ALUC is concerned about noise impacts to that area when it develops.
 - b. One member wanted to see if the Federal Aviation Administration (FAA) could pre-allow a development in that area to set Part 77 parameters.
 - c. Tom Weber brought up the City of Concord's citywide development plan as it affects the airport property. Tom would like a representative from the City of Concord to come out to ALUC in advance of the Environmental Impact Report being released to discuss safety issues. He would also like them to come out to the AAC regarding the current designation, what they are proposing and what it means from both a safety and revenue perspective. Tom then asked Airport staff to invite the City of Concord out to one of the next AAC meetings.
 - d. Concord did not ask for anything different with reuse plan; this is an amendment to get the plan into the City's General Plan.
2. March 1 terms expire for four (4) members.
 - a. Ed Young's recommendation for the At-Large position will go to the Internal Operations Committee on Monday, February 13 for consideration and should go to the full Board of Supervisors at the last meeting in February.
3. April is Officer Elections.
 - a. All existing officers will be termed out.
 - b. Members were encouraged to consider a position if they have not done so before.

e. Airport Staff Announcements

1. Raj Singh is replacing Sue Hill
2. Two new operations staff were hired: Zachary Stone & Ron Artale
3. An aircraft was stolen from Buchanan Field Airport over the weekend.
 - a. Not much information is currently available
 - b. Relevant parties are doing an investigation
 - c. Only one aircraft was stolen last year in the United States; usually only a few a year at most.
 - d. Russ Roe was half owner of the aircraft; he would use a different lock in the future.
 - e. Owners/pilots are responsible for securing their own aircraft.

FUTURE AGENDA ITEMS

- To be Determined

ADJOURNMENT: The meeting was adjourned by the Chair at 1:05 p.m.

Noise Abatement Statistics

February 2012

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2012	2012	2011	2012	2011	
TOTAL NUMBER OF COMPLAINTS	6	6	8	7	14	-50%
LOCATION OF COMPLAINTS						
Concord	0	0	1	0	5	-100%
Pleasant Hill	3	3	1	4	2	100%
Pacheco	0	0	5	0	6	-100%
Martinez	1	1	1	1	1	0%
Byron	2	2	0	2	0	200%
Other	0	0	0	0	0	0%
Subtotal	6	6	8	7	14	-50%
Special Events	0	0	0	0	0	0%
Total Number of Complaints	6	6	8	7	14	-50%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		0	7	1	9	
Byron Airport		2	0	2	0	
Law Enforcement/Lifeguard Lights		4	0	4	1	
Non-associated		0	1	0	4	
TIME OF INCIDENT						
Day (0700 - 1700)		2	6	2	11	
Evening (1700 - 2200)		4	2	4	3	
Night (2200 - 0700)		0	0	1	0	
All Times		0	0	0	0	
TYPE OF COMPLAINT						
Noise		2	4	2	6	
Low Flying		0	1	0	2	
Noise and Low Flying		0	3	1	6	
Too Many Aircraft		0	0	0	0	
Other		4	0	4	0	
TYPE OF AIRCRAFT						
Jet		0	0	1	1	
Propeller		0	2	0	3	
Helicopter		6	6	6	10	
All Types		0	0	0	0	
Unknown		0	0	0	0	
	0	0	0	0	0	
	0	0	0	0	0	
TOTAL AIRCRAFT OPERATIONS		5,863	6,495	11,813	11,515	3%
COMPLAINTS PER 11,000 OPERATIONS		11	14	7	13	-46%
COMPLAINTS PER 11,000 OPERATIONS - BUCHANAN ONLY		0	12	1	9	-88%

Feb - 2 complaints from UH-1 helicopter
 4 complaints from police action

Contra Costa County Airports Monthly Operations Report

February 2012

	February 2012	February 2011	YTD 2012	YTD 2011	% CHANGE 2011/2011
AIRCRAFT OPERATIONS					
Total Operations	5,863	6,495	11,813	11,515	3%
Local Operations	2,391	3,330	4,936	5,670	-13%
Itinerant Operations	2,499	3,165	5,904	5,845	1%
Total Instrument Ops	736	488	1,375	1,332	3%
Actual Instrument Ops*	0	15	0	124	-100%
FUEL FLOWAGE					
110 Octane	17,315	17,434	35,453	32,210	10%
Jet Fuel	49,766	37,650	92,580	73,732	26%
Total	67,081	55,084	128,033	105,942	21%
BYRON INFORMATION					
Byron Fuel	1,373	3,089	3,703	5,292	-30%
SKYDIVERS					
Number of Flights	134	90	227	134	69%
Experienced Jumps	1,458	1,204	2,481	1,723	44%
First Time Jumps	139	128	224	209	7%
Student Jumps	24	17	40	28	43%

***FAA NO LONGER REQUIRED TO RECORD THIS INFORMATION PER FAA GUIDELINES
AS OF DECEMBER 2011**

**Contra Costa County
Board of Supervisors
APPROVED Board Orders
Relating to County Airports**

The following certified Board Orders are attached:

March 13, 2012

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement for a T-hangar at Buchanan field Airport with Diamond West LLC, effective February 23, 2012, in the monthly amount of \$372.93.

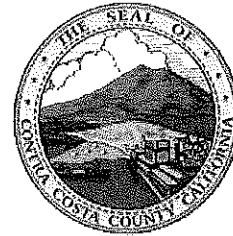
C:AAC/BOSUM.doc

C.16

To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: March 13, 2012



Contra Costa County

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Diamond West LLC for a T-hangar at Buchanan Field Airport effective February 23, 2012 in the monthly amount of \$372.93, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,475.16 annually.

BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters at

APPROVE OTHER
 RECOMMENDATION OF CNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE
Action of Board On: **03/13/2012** APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES NOES
ABSENT ABSTAIN
RECUSE

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: March 13, 2012
David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: STACEY M. BOYD, Deputy

Contact: Beth Lee, (925) 646-5722

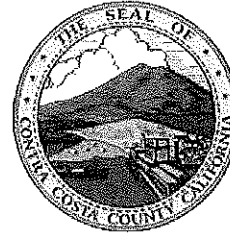
cc:

C.16

To: Board of Supervisors

From: Keith Freitas, Airports Director

Date: March 13, 2012



Contra
Costa
County

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant.

Buchanan Field Airport. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during that 30-year period.

On September 1, 2000, the County obtained ownership of the aircraft hangars and shelters, pursuant to the terms of the above lease.

On February 13, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Lease Agreement for use with the larger East Ramp Hangars.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 03/13/2012

APPROVED AS RECOMMENDED

OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYES NOES

ABSENT ABSTAIN

RECUSE

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: March 13, 2012

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

By: STACEY M. BOYD, Deputy

Contact: Beth Lee, (925) 646-5722

cc:

BACKGROUND: (CONT'D)

On February 3, 2008, Contra Costa County Board of Supervisors approved the amended T-Hangar Lease Agreement which removed the Aircraft Physical Damage Insurance requirement. The new amended T-hangar Lease Agreement will be used to enter into this aircraft rental agreement.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

CHILDREN'S IMPACT STATEMENT:

Not Applicable

<p style="text-align: center;">Contra Costa County Airports Division New Development Project Status (April 2012)</p>				
4/4/2012				
Project Name	Project Description	Current Status	Next Milestone	
<p>Hangars at Buchanan (ADG) (Buchanan Field Airport)</p>	<p>New development on a 0.86 acre parcel at northwest end of Sally Ride Drive, Buchanan Field Airport. Project includes two 45' x 40' and three 50' x 50' hangars</p>	<p>The project sponsor has requested a lease amendment to modify the ground rent, termination option and lease-end maintenance provisions to facilitate project marketing and development.</p>	<p>They have until September 30, 2012 to either construct the project or terminate the lease.</p>	
<p>Byron Jet Center - Amended & Restated Lease (Byron Airport)</p>	<p>Modification of an existing lease to allow new development of corporate hangars on approximately 2 acres north of the Byron Airport office. Project reduced from eight 100' x 100' hangars to three 100' x 100' and one 50' x 50' hangars.</p>	<p>The Board of Supervisors approved the lease on August 10, 2010.</p>	<p>Construction began in August 2011 and the project is expected to be complete by end of April 2012.</p>	