



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Aviation Advisory Committee

Thursday, September 11, 2025

10:00 AM

Buchanan Field Airport
181 John Glenn Drive, Suite 100, Concord

1. Roll Call and Introductions

Chair Stappen called the hybrid meeting at 10:00 a.m. In attendance were Greg Baer, Judith Evans, Steve Kowalewski, Will Nelson, and Daniel Barrios.

Present Gareth Ashley, Christopher Baker, Peter Baker, Emily Barnett, Richard Celestre, Elizabeth Leddy, Keith McMahon, Eric Meinbress, and Shawn Stappen

Absent Vincent Salimi

1.a. Aviation Advisory Committee Attendance Roster

[25-3713](#)

Attachments: [AAC Attendance Roster 9-11-25](#)

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

Director Baer announced that Contra Costa County Airports applied for and received two FAA grants for pavement management studies. Buchanan Field Airport will receive over \$201,000, and Byron Airport will receive a little over \$63,000. The consultant for this project will be Mead and Hunt and the studies consist of full pavement inspections of both airports.

3. Approval of the Aviation Advisory Committee's May 8, 2025, Meeting Minutes

[25-3714](#)

Attachments: [AAC Meeting Minutes 5-8-25](#)

Motion: McMahon

Second: Barnett

Aye: Ashley, Baker, Baker, Barnett, Leddy, McMahon, Meinbress, and Stappen

Absent: Salimi

Late: Celestre

Result: Passed

4. Consider Consent Items

4.a. Accept relevant Staff Reports for May, June, July and August 2025

[25-3715](#)

Attachments: [May 2025 Staff Reports](#)
[June 2025 Staff Reports](#)
[July 2025 Staff Reports](#)
[August 2025 Staff Reports](#)

Motion: **McMahon**

Second: **Ashley**

Aye: **Ashley, Baker, Baker, Barnett, Celestre, Leddy, McMahon, Meinbress, and Stappen**

Absent: **Salimi**

Result: **Passed**

- 4.b.** Accept the Airport Noise and Statistics Report for April, May, June, and July 2025

[25-3716](#)

Attachments: [Noise Abatement Charts April 2025](#)
[Noise Abatement Stats April 2025](#)
[Operations April 2025](#)
[Noise Abatement Charts May 2025](#)
[Noise Abatement Stats May 2025](#)
[Operations May 2025](#)
[Noise Abatement Charts June 2025](#)
[Noise Abatement Stats June 2025](#)
[Operations June 2025](#)
[Noise Abatement Charts July 2025](#)
[Noise Abatement Stats July 2025](#)
[Operations July 2025](#)

Motion: **Celestre**

Second: **Leddy**

Aye: **Ashley, Baker, Baker, Barnett, Celestre, Leddy, McMahon, Meinbress, and Stappen**

Absent: **Salimi**

Result: **Passed**

5. Discussion/Action Items

5.a. Advisory Body Training Requirements update

Chair Stappen reported that on June 11, 2025, the Clerk of the Board sent out an updated Advisory Body Training Requirements memo, as well as an updated Training Certification form. All three training courses (Brown Act, Ethics, and Implicit Bias) must now be renewed every two years by both the advisory body appointees and the support staff designated to those bodies. Chair Stappen reminded the committee members to complete and submit the Training Certification, so this information can be included in the AAC Annual Training Report.

5.b. Business Association Seat Update

Director Baer explained that since the last meeting he has reached out to the original members of the Airport

Business Association (PSA, Sterling, and Concord Jet), and there has been no desire to start a business association. Director Baer will provide a recommendation at the next meeting of what to do without a business association.

Chair Stappen added that the Airport Business Association Seat is listed as one of the seats, however, is not defined in the Bylaws.

Vice Chair McMahon expressed disappointment that there wasn't a formalization of the Business Association Seat as he believes it would be an important voice on the AAC.

5.c. Byron Neighbor Seat Update

Airport Staff recruited for this seat for about a month and received no responses. Soon a second press release will go out to recruit for this position again. Director Baer requested the AAC members to let everyone know about this vacancy.

5.d. Unleaded Fuel Update

[25-3718](#)

Attachments: [PSA UL94 Avgas Photos](#)

Director Baer stated that there has been excellent progress made since the last meeting.

Ian Mannix with Pacific States Aviation (PSA) reported that they have made substantial progress in their unleaded fuel initiative. They have completed the permitting process, and they are currently in the planning and procurement stage plus working on the secondary containment. Initially, PSA will only dispense the UL94 on their own fleet before selling to the general public.

Member Barnett recognized PSA for their collaboration with Contra Costa County in taking the lead on acquiring UL94 and for testing on their own fleet before selling it commercially.

5.e. Hangar Waitlists Update

[25-3719](#)

Attachments: [Hangar Waitlists Update](#)

Director Baer provided an update on this item that he presented back in January 2025 and the committee voted to recommend the establishment of a Hangar Waiting List application fee and an annual fee. A Staff Report was submitted to the Board of Supervisors and the public hearing on this issue will be held on October 7, 2025. Since January 2025, the Hangar Waiting Lists applicant totals has been reduced by approximately 25%. This reduction helps with the ultimate goal which is to create more accurate lists.

Member Barnett thanked the staff for their efforts with this project.

5.f. Development Update

Director Baer reported that the self-storage facility on Marsh Drive and Solano Way has been completed.

The other project located on the west side on Sally Ride and Marsh Drive has been going through the entitlement process for quite some time and is now going through the 45-day Environmental Impact Report (“EIR”) public review period as part of its California Environmental Quality Act (CEQA) process. The Federal environmental process has yet to be completed. After these reports are completed, the next steps would be to get approval from the Board of Supervisors and negotiate a long-term non-aeronautical ground lease.

5.g. Airport Operations Staff Recruitment Update

[25-3720](#)

Attachments: [Airport Org Chart](#)

Airport is currently recruiting for two (2) Airport Safety Officers (“ASO”) to handle operations, Aircraft Rescue and Fire Fighting (“ARFF”), and maintenance. Director Baer anticipates having both positions filled before the end of the year. The recruitment is for an ASO I and ASO II, but if there are qualified candidates, Airports could hire 2 ASO II’s.

5.h. Clubhouse Landscape Improvements

[25-3721](#)

Attachments: [Clubhouse Landscape Improvements Photos](#)

Greg Jacobs with EAA Chapter 393 gave a brief summary of the recent landscape improvements completed at the Clubhouse. Mr. Jacobs is in Design and Construction Management and is also a long-time pilot and reported that this project began with the desire to create more space to accommodate the Young Eagles Program. This project was submitted to Airports about four months ago and the cost was approximately \$10,000, of which \$4,000 came out of EAA funds and the rest from donations. EAA still would like to continue to work on other areas around the Clubhouse.

Member Meinbress mentioned that Civil Air Patrol (CAP) Cadets also use the newly renovated area and are grateful for the improvements.

6. Presentation - Concord Plaza Hotel Ownership

[25-3722](#)

Attachments: [Concord Plaza Hotel Presentation](#)

Pat Mitchell with the Hogan Hospitality Group explained that this organization is a hotel management and a hotel operator company hired to manage the Concord Plaza Hotel. This hotel is undergoing an \$18 million renovation and soon will be the first to have two Marriott hotel brands under one roof; the east side of the Atrium will be a Courtyard by Marriott, and the west side will be a Fairfield Inn by Marriott.

Hotel general manager, Dana Cust and Hotel owner Kumar Sharma also spoke.

Director Baer recapped that Airports has diligently worked with Mr. Kumar on the renovation as these will be beneficial for everyone involved, and he is looking forward to seeing the transient ramp used by pilots that are spending time at the hotel.

Member Baker asked about the impact on the transient ramp due to the auto parking and hotel renovations. Director Baer advised that those issues will be addressed if/when it is needed.

7. Potential Future Agenda Items

Add Unleaded UL94 Fuel Flowage Chart

8. Adjourn

The Chair adjourned the meeting at 11:26 a.m. Moved by Richard Celestre to approve; seconded by Emily Barnett.

The next meeting is currently scheduled for November 13, 2025, at 10:00 AM.

DRAFT