



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Airport Committee

Supervisor Diane Burgis, Chair  
Supervisor Ken Carlson, Vice Chair

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Monday, January 22, 2024

11:00 AM

550 Sally Ride Drive|Concord  
3361 Walnut Blvd, Suite 140|Brentwood

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Zoom: <https://cccounty-us.zoom.us/j/89418406273>  
Telephone # 888 278 0254 (US Toll Free)

The public may attend this meeting in person at either above locations. The public may also attend this meeting remotely via Zoom or call-in.

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**Present:** Diane Burgis and Ken Carlson

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

*Dick Offerman, Pleasant Hill resident, expressed concern about leaded aviation fuel. He cited the potential danger of lead exposure to youth. He requested the County Supervisors conduct a County Health Department blood study of all children living in, or attending school, within 1.5 miles of the runup zones at the end of each runway.*

3. Interview candidates for the Aviation Advisory Committee (AAC) Airport Neighbor (Byron) position and determine a recommendation for the Board of Supervisors' consideration. [24-0126](#)

**Attachments:** [Anderson Matthew \(AAC\) 10-13-23\\_Redacted](#)  
[Hickman-Smith Dean \(AAC\) 07-28-22\\_Redacted](#)  
[Holmes Rob \(AAC\) 09-12-23\\_Redacted](#)

*There were three eligible candidates: Rob Holmes, Matthew Anderson, and Dean Hickman-Smith. Mr. Holmes was not present. The Airport Committee recommended to reappoint Dean Hickman-Smith to a three-year term ending February 28, 2027.*

*Recommended Dean Hickman Smith for Board of Supervisors Approval for AAC Byron Neighbor Position.*

**This Discussion Item was approved.**

**Motion:** Burgis

**Second:** Carlson

**Aye:** Burgis and Carlson  
**Result:** Passed

- 4. Interview candidates for the Aviation Advisory Committee (AAC) Airport Neighbor (Pacheco) position and determine a recommendation for the Board of Supervisors' consideration. [24-0127](#)

**Attachments:** [Baker Peter \(AAC\) 10-01-23\\_Redacted](#)  
[Watson Daniel \(AAC\) 08-25-23\\_Redacted](#)

*There were two eligible candidates: Peter Baker and Daniel Watson. Daniel Watson was not present. The Airport Committee recommended to appoint Peter Baker to a three-year term ending February 28, 2027.*

*Recommended Peter Baker for Board of Supervisors Approval for AAC Pacheco Neighbor Position.*

**This Discussion Item was approved.**

**Motion:** Carlson  
**Second:** Burgis  
**Aye:** Burgis and Carlson  
**Result:** Passed

*There were two eligible candidates: Peter Baker and Daniel Watson. Daniel Watson was not present. The Airport Committee recommended to appoint Peter Baker to a three-year term ending February 28, 2027.*

- 5. Interview candidates for the Aviation Advisory Committee (AAC) Member at Large position and determine a recommendation for the Board of Supervisors' consideration. [24-0128](#)

**Attachments:** [Shawn M Stappen \(AAC\) 8-9-22\\_Redacted](#)  
[Friedman Peter \(AAC\) 12-20-23\\_Redacted](#)

**This Discussion Item was approved.**

**Motion:** Burgis  
**Second:** Carlson  
**Aye:** Burgis and Carlson  
**Result:** Passed

*There were two eligible candidates: Shawn M Stappen and Peter Friedman. The Airport Committee recommended to reappoint Shawn M Stappen to a three-year term ending February 28, 2027.*

*Recommended Shawn Stappen for Member at Large position on AAC for Board of Supervisors Approval.*

- 6. Review and approve record of meeting on June 14, 2023 [24-0129](#)

**Attachments:** [Airport Committee Meeting 6-2023 Meeting Minutes](#)

**This Consent Item was approved.**

**Motion:** Burgis  
**Second:** Carlson  
**Aye:** Burgis and Carlson  
**Result:** Passed

*The June 14, 2023 minutes were approved.*

- 7. Discuss potential development of 16-acre non-aeronautical site, Buchanan Field [24-0135](#)

*Greg Baer reported: Drainage is the largest challenge. The goal is for this project to get through the entitlement process, CEQA, etc., by the end of 2024. Jamar Stamps, Department of Conservation and Development (DCD) is the lead on this project.*

- 8. Discuss ARFF (Aircraft Rescue and Firefighting)/ Administration/ Terminal Building Development, Buchanan Field. [24-0131](#)

**Attachments:** [ARFF Terminal Building Progress Photo](#)  
[ARFF Terminal Building Progress Photo](#)  
[ARFF Terminal Building Progress Photo](#)  
[ARFF Terminal Progress Front Area 1-24](#)  
[ARFF Terminal Progress Terminal Area](#)  
[ARFF Terminal Progress Training Room](#)

*Greg Baer reported: Progress is being made, but getting power to the building has delayed the project due to a design element in which PG&E’s need for access and Airport’s requirement for access security were at odds but has since been resolved. The building is scheduled to be energized on January 26, 2024. Once Airports staff occupies the building, a ribbon-cutting ceremony will be planned.*

- 9. Report on Habitat Management Land and Brushy Creek Conservation Bank Grazing License Solicitation Process, Byron Airport. [24-0132](#)

*Airports staff has been working with a subcommittee on the Aviation Advisory Committee (AAC) on this process and during the last year the Los Vaqueros project has become more defined. There will be a significant impact on a portion of the Habitat Management Lands (HML) at Byron Airport (the southern edge). Staff is recommending to the Board of Supervisors to extend the existing agreements for a couple of years until the impacts to access, water rights, etc., are better understood. Staff recommends extending the existing agreements with five, one-year extensions.*

- 10. Report on Community Engagement Efforts by Airports Staff [24-0133](#)

*Santa's Jolly Landing took place in early December 2023 and was a well-attended, successful event. Airport businesses participated and there was a raffle, which raised money for the Food Bank, equivalent to 1,120 meals. Supervisor Burgis added that Girls in Aviation Day and the fund raiser for the Patriot Jet Team non-profit were both amazing events.*

11. Discuss proposed changes to the Aviation Advisory Committee (AAC) [24-0134](#)  
Bylaws

**Attachments:** [AAC ByLaws Amendment 1-17-2023\\_202301271610289840](#)

*When the AAC Bylaws were updated to reflect the change to meet every other month (instead of monthly), it inadvertently created conflicts with Section VII and Section VIII of the bylaws related to scheduling and elections. The AAC is making a recommendation to the Board of Supervisors as follows:*

*Ø Section VII. Officers: Amend Section VII. B. to have AAC officers elected annually at the AAC's second regularly scheduled meeting of the calendar year, and Section VII. C. to have the annual officer terms take effect following the adjournment of the meeting in which they were elected.*

*Ø Section VIII. Scheduled Meetings: Amend Section VIII. A. to have the annual schedule set at the last regularly scheduled meeting of the calendar year.*

*Supervisor Burgis advised that some committees are allowed to meet virtually. While she is not advocating having fully remote meetings, she would like to see a virtual option for the AAC, if possible, to encourage better attendance. Airports staff will look into this possibility.*

The next meeting is currently scheduled for March 7, 2024

***Future Agenda Items:***

- Reorganization of Airport Committee Chair and Vice Chair***
- Include dates and times of the remaining Airport Committee meetings in 2024.***

***The meeting was adjourned at 12:15 PM.***

## General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the meetings. Contact the staff person listed below at least 72 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 Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).

### HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

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Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

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### For Additional Information Contact:

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[Greg.Baer@airport.cccounty.us](mailto:Greg.Baer@airport.cccounty.us)