

CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553



Meeting Minutes - Draft

Thursday, March 13, 2025

10:00 AM

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

Aviation Advisory Committee

<https://cccounty-us.zoom.us/j/82582758074>
Call In: (214) 765-0478 or Toll Free (888) 278-0254
Conference code: 232255

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

Persons who wish to address the Aviation Advisory Committee during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing (214) 765-0478 followed by the access code 232255#. Those participating via Zoom should indicate they wish to speak on an agenda item by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing “#2” on their phone.

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

For assistance in advance of the meeting with remote access contact Airports staff at (925) 608-8000 or email airport.team@airport.cccounty.us.

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

Chair Stappen welcomed and thanked everyone for joining and called the meeting to order at 10:07 a.m. The following staff were in attendance: Greg Baer, Judith Evans, Steve Kowalewski, Kelly Kalfsbeek, Lia Bristol, Stephen Griswold, Will Nelson, Daniel Barrios, Salvador Morales, and Elke Soberal (Committee staff).

Present

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

Absent

Dean Hickman-Smith, Eric Meinbress, and Vincent Salimi

1.a.

[25-880](tel:25-880)

Attachments:

[AAC Attendance Roster 1-9-25](#)

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

No one requested to speak during the public comment period.

3. [25-881](#)

Attachments: [AAC Meeting Minutes 1-9-25](#)
Motion: McMahan
Second: Barnett
Aye: Ashley, Baker, Baker, Barnett, Celestre, Leddy, McMahan,
and Stappen
Absent: Hickman-Smith, Meinbress, and Salimi
Result: Passed

4. Consider consent Items**4.a.** [25-882](#)

Attachments: [Staff Reports January 2025](#)
[Staff Reports February 2025](#)
Motion: McMahan
Second: Leddy
Aye: Ashley, Baker, Baker, Barnett, Celestre, Leddy, McMahan,
and Stappen
Absent: Hickman-Smith, Meinbress, and Salimi
Result: Passed

4.b. [25-883](#)

Attachments: [Noise Abatement Charts December 2024](#)
[Noise Abatement Stats December 2024](#)
[Operations December 2024](#)
[Noise Abatement Charts January 2025](#)
[Noise Abatement Stats January 2025](#)
[Operations January 2025](#)

Member McMahan commented that the percentage of Noise Statistics has dropped. Director Baer stated that Airport staff continues to work on this program and that effort is starting to show statistically. He added that staff will continue to do outreach with flying clubs, REACH Air Medical, Sheriff's Office, PG&E, etc. to ensure the pilot community is aware of ways to minimize impacts to the community.

Motion: Celestre
Second: McMahan
Aye: Ashley, Baker, Baker, Barnett, Celestre, Leddy, McMahan,
and Stappen
Absent: Hickman-Smith, Meinbress, and Salimi
Result: Passed

5. Discussion/Action Items

5.a.

[25-888](#)

Director Baer commented that this item came about during the Hangar Waitlist discussion at the last meeting. He stated that other airports have an administrative maintenance fee for the initial waitlist, as well as an annual maintenance fee collected to account for staff time required to manage the waitlists. The waitlist details are considered by Airports management and the Federal Aviation Administration (FAA) for certain business decisions, like funding, therefore having a precise waitlist is important. Director Baer sought a recommendation from the committee to establish an initial waitlist fee of \$30, with an annual waitlist maintenance fee of \$30.00.

Keith McMahon made a motion recommending to establish an initial waitlist fee of \$30, with an annual waitlist maintenance fee of \$30.00. The motion was seconded by Elizabeth Leddy.

Motion:	McMahon
Second:	Leddy
Aye:	Ashley, Baker, Baker, Barnett, Celestre, Leddy, McMahon, and Stappen
Absent:	Hickman-Smith, Meinbress, and Salimi
Result:	Passed

5.b. Unleaded Fuel Update

Director Baer reported that he continues to work with Pacific States Aviation (PSA) and Swift Fuels in preparation for PSA to begin selling Swift UL94 (unleaded) fuel and emphasized that 100LL (low lead) will remain on the market at least until January 2031, or until a viable and feasible product is brought to the market. This project continues to be a partnership with Public Works Engineers helping with a site plan for permitting purposes. The date when fuel will be dispensed is still to be determined.

5.c. Concord Fly-In Update

Chair Stappen reminded everyone that the committee endorsed the idea of having a Concord Fly-In and any future Concord Fly-In will be handled like any other event at the airport which doesn't necessitate an action item on the AAC agenda.

5.d.

[25-884](#)**Attachments:**[Memo Regarding Remote Meeting Attendance as a Reasonable Accommodation](#)[Memo Regarding Revised Limits for Meeting Participation - Altern Remote Teleconferencing Option](#)

Chair Stappen reported that the County Counsel memos clarified some of the management guidance for meeting participation. The first memo explained the new option for committee members to attend remotely. If a committee member has a qualifying disability in accordance with the Americans with Disabilities Act (ADA) that precludes their in-person attendance they can now attend from a non-public location.

The second memo does not change anything as it keeps the teleconferencing participation at no more than two meetings per year.

5.e. Follow Up on Process for Business Association Seat

Director Baer stated that he has been working with the County Administrator's Office and with County Counsel and now has the framework to create a Business Airport Association, if there is a desire to do so. A meeting has been scheduled to meet to present their options with Pacific States Aviation, Sterling Aviation, and Concord Jet who traditionally and unofficially constituted the association. An update on this meeting will be provided at the next AAC meeting.

Chair Stappen added that the Business Airport Association is identified as one of the seats on the AAC, but it has not been defined. As a result, Airports staff has been diligently working to define it.

5.f. Aviation Advisory Committee Seats Expiring in 2025 Update

i. Member At Large

Five applications were received, and those candidates will be interviewed during the Airport Committee meeting on March 20th.

ii. City of Concord

The Concord City Council unanimously recommended to reappoint Keith McMahon as their representative on the AAC, and the Board of Supervisors approved the Staff Report on February 25, 2025.

iii. Business Association Seat

The Business Association seat was addressed in item 5.e.

5.g. Buchanan Hangar Inspections Update

Director Baer reported that Airport staff will be conducting the last physical inspections next week, and it appears that Staff would have to post a notification and make entry due to lack of cooperation from the tenant. The next step within the next three to five weeks would be for Airport Staff to send inspections results notifications to the tenants.

5.h. Discuss Challenges of Connecting West Ramp with East Ramp

This item is a follow up to a question raised at the previous meeting. Director Baer stated that while convenience is nice, there is no physical space or money to fund a road, as the FAA will not fund or consider building a road.

5.i.

[25-885](#)

Attachments:

[Buchanan ACIP](#)

[Byron ACIP](#)

Director Baer acknowledged that the spreadsheet has many acronyms, however, the intent was to provide long-term information, as well as to provide an answer to the question raised at the previous meeting regarding future projects. This spreadsheet communicates what the Airports Division is planning to do in the next five years.

6. Future Agenda Items

None.

The next meeting is currently scheduled for May 8, 2025, at 10:00am at Byron Airport, 500 Eagle Court, Byron.

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee 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 Buchanan Field Airport, Director of Airports Office, 181 John Glenn Drive, Suite 100, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Buchanan Field Airport at (925) 608-8000 or email airport.team@airport.cccounty.us.

DRAFT