



CONTRA COSTA COUNTY

Committee Meeting Minutes - Draft

Aviation Advisory Committee

Thursday, September 12, 2024

10:00 AM

181 John Glenn Drive, Suite 100,
Concord, CA 94520

<https://cccounty-us.zoom.us/j/82582758074>

Calling in: (214) 765-0478 or Toll Free (888) 278-0254

Access 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.

1. Roll Call and Introductions

Chair Shawn Stappen called the hybrid meeting to order at 10:00 am. In addition to the Committee members, the following individuals were in attendance: Laura Strobel, Steve Kowalewski, Greg Baer, Russell Milburn, Elke Soberal, Kalynn Larson, Kelly Kalfsbeek, Will Nelson, Daniel Barrios, and Salvador Morales.

Present Peter Baker, Michael Bruno, Richard Celestre, Elizabeth Leddy, Keith McMahon, Eric Meinbress, Vincent Salimi, and Shawn Stappen

Absent Gareth Ashley, Christopher Baker, Emily Barnett, and Dean Hickman-Smith

1.A Attendance Roster for 2024

[24-2884](#)

Attachments: [AAC Roster September 2024](#)

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

Allison Picard - commented regarding Buchanan Field noise and unleaded fuel.

3. Approval of the Aviation Advisory Committee's July 11, 2024, Meeting Minutes

[24-2885](#)

Attachments: [7-11-24 Draft](#)

The chair solicited members for comments or corrections to the draft minutes, none were identified.

Motion: Bruno

Second: Leddy

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

4. Consider Consent Items

Eric Meinbress wanted clarification regarding Staff Report 24-2052 about the ongoing Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) Investigation and Report. In response to Eric Meinbress' question, Director Baer responded that any airport that uses the Aqueous Film-Forming Foam (AFFF) a firefighting foam must conduct some level of testing for PFAS. This is an ongoing investigation requested by the California State Water Resources Control Board. So far, Buchanan Field Airport has spent almost \$500,000, and additional monitoring will be required for at least the next year.

- (i) Accept relevant Staff Reports for July 2024. [24-2886](#)

Attachments: [Staff Reports July 2024](#)

Motion: McMahon

Second: Bruno

Aye: Baker, Bruno, Celestre, Leddy, McMahon, Meinbress, Salimi, and Stappen

Absent: Ashley, Baker, Barnett, and Hickman-Smith

Result: Passed

- (ii) Accept the Airport Noise and Statistics Report for June and July 2024 [24-2887](#)

Attachments: [Noise Abatement Statistics June 2024](#)

[Noise Abatement Charts June 2024](#)

[Ops Stats June 2024](#)

[Noise Abatement Statistics July 2024](#)

[Noise Abatement Charts July 2024](#)

[Ops Stats July 2024](#)

Motion: Bruno

Second: McMahon

Aye: Baker, Bruno, Celestre, Leddy, McMahon, Meinbress, Salimi, and Stappen

Absent: Ashley, Baker, Barnett, and Hickman-Smith

Result: Passed

5. Discussion/Action Items

- 5.A Standing Subcommittees Proposal Discussion [24-2888](#)

Attachments: [AAC - Standing Subcommittee Proposal](#)

Chair Stappen proposed that the AAC create two standing subcommittees, one focused on viability and the other focused on community. The AAC members would be split fifty-fifty, with 5 members being on the Viability subcommittee and 5 being on the community subcommittee. The Vice Chair would oversee the Viability subcommittee, and the Secretary would oversee the Community subcommittee. Chair Stappen explained that the

implementation of these two subcommittees would allow the Committee to make better informed decisions, by being able to focus on one topic and educate the rest of the board on that topic before making decisions. More subcommittees could be created as necessary. Director Baer emphasized the importance of being constant stewards of the airport and being able to answer questions when the community has them. There was a concern by Mr. Salimi that this should be run by County Counsel to see if it would violate the Brown Act. Director Baer stated that any meetings would have to be in line with Brown Act and the County policies.

It was decided that this item would be agendized for a future meeting for further consideration.

5.B Brushy Creek Conservation Bank, Explore Alternatives for Management and Funding [24-2889](#)

Attachments: [Brushy Creek Conservation Bank](#)
 [Habitat Management Lands Map](#)
 [Byron Airport Layout Plan](#)

Director Baer, gave a brief history of the Brushy Creek Conservation Bank (BCCB) and what has been done by the Airport Division to care for the property. He also explained the situation of the underfunded endowment that is meant to be used for the care of the BCCB and how the Airport Enterprise Fund has been used to maintain the property. Because the property is held in a conservation easement, currently there are no negative impacts to Byron Airport for this recommendation. He would like to look at alternatives for the management or ownership of the BCCB.

A motion was made to look for alternatives for management or ownership of the BCCB.

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

5.C Aviation Advisory Committee Seats Expiring in 2025 Update

Director Baer explained how there are three AAC seats expiring in February 2025: the Member at Large 3 seat, City of Concord seat, and the Airport Business Association seat. Director Baer initiated discussion about removing two seats from the committee to potentially reduce the committee from 13 to 11 members. One of the two seats that could be removed would be the Airport Business Association as this seat is not clearly defined in any document and has been traditionally filled by Fixed Base Operators (FBOs). Given the number and variety of airport businesses, the informal practice of FBOs filling the seat has the potential to create a conflict of interest. Instead of a seat representing only FBOs, there would be a standing AAC agenda item for any airport business to address the AAC, thus every business would have an equal voice. The concern was expressed from the public that airport businesses would not have an equal voice anymore if the business seat was removed, they would not have someone to speak with to express their concerns.

No action was taken; it was decided that this item would be agendaized for a future meeting for further consideration.

5.D Select Byron Airport as November Aviation Advisory Committee Meeting Location

Chair Stappen explained how he thought that the November meeting for the AAC should be moved from Buchanan Field to Byron Airport to allow community participation and representation from near Byron Airport. It was brought up how there are a few consequential items that involve the community around Buchanan Field that would be on the agenda for the next meeting, and it would be best to meet at Buchanan Field in November and have the meeting at Byron Airport at another future time.

A motion was made by Keith McMahon to have the November AAC meeting at Byron Airport.

The motion did not pass.

Motion: McMahon

Second: Baker

Aye: Baker, McMahon, and Meinbress

Nay: Bruno, Celestre, Leddy, Salimi, and Stappen

Absent: Ashley, Baker, Barnett, and Hickman-Smith

Result: Failed

5.E Update on Airports Events

(i) 2024 Girls in Aviation Day

2024 Girls in Aviation Day - Director Baer announced that on September 28, 2024, Women in Aviation International will be sponsoring the second Girls in Aviation Day event at the Buchanan Field Airport Clubhouse, and they are expecting almost 200 participants.

(ii) Buchanan Field Aircraft Rescue and Fire Fighting/Terminal Building Ribbon-Cutting/Open House Reminder and Volunteer Request

Aircraft and Rescue Fire Fighting (ARFF)/Administration/Terminal Building Ribbon Cutting - Director Baer announced that the Ribbon Cutting for the new ARFF/Administration/Terminal Building will be held on October 29th, from 10 a.m. to 12 p.m. This event is an opportunity to showcase the Airport's value as an asset to the community.

5.F 2024 Buchanan Field Hangar Inspections Update

2024 Buchanan Field Hangar Inspections Update - Director Baer advised that hangar inspections will be conducted beginning October 1st. The purpose of the inspections is to ensure safety and compliance with the FAA's requirements and the Contra Costa County Airports' minimum standards. Airport staff will work with tenants to achieve compliance.

6. Future Agenda Items

- a. Standing Committee Proposal.
- b. Discuss Airport Business Association.
- c. AAC Terms Expiring in February 2025.
- d. Discussion for monthly AAC meetings and meetings at Byron Airport.
- e. Fly-In at Concord.

7. Adjourn

The Chair adjourned the meeting at 11:36am.

This was approved.

Motion: Bruno

Second: Salimi

Present Peter Baker, Michael Bruno, Richard Celestre, Elizabeth Leddy, Keith McMahon, Eric Meinbress, Vincent Salimi, and Shawn Stappen

Absent Gareth Ashley, Christopher Baker, Emily Barnett, and Dean Hickman-Smith

Next AAC meeting is scheduled at Buchanan Field Airport at 1818 John Glenn Drive, Suite 100, Concord, on November 14, 2024, at 10:00 am.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 96 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 181 John Glenn Drive, Suite 100, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.contracosta.ca.gov.

For Additional Information Contact:
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