

Contra Costa County Airports
New Development Implementation Process
2009

The following is the general process that Contra Costa County follows after receiving a business or development proposal for Buchanan Field or Byron Airports. The new project lease and environmental process may take between 6 and 20 months to complete. Please note that this process includes several other County departments, therefore steps and anticipated timing may be added, deleted or the order adjusted as necessary.

Step 1: Project Creation

Overview: Includes initial interest, developer selection, business/project planning and submittals, negotiation of lease terms and then forwarding of terms to other County entities to develop the lease. Depending upon project complexity, entity responsiveness and competitive interest; this process may from 3 to 6 months to complete. Some key elements are:

1. Upon initial contact or letter of interest, the Airport staff will schedule a meeting with the entity to discuss their proposal and confirm consistency with applicable plans. An entity must provide a written letter of interest to proceed through the process. Estimated time: 1 week.
2. Airport staff will solicit for competitive interest. For projects without competitive interest, Airport staff will seek Board approval to negotiate lease terms. For projects with competitive interest, Airport staff will initiate a developer selection process. Estimated time: 5 to 17 weeks.
3. The entity shall provide Airport staff with a Business Plan (using Airport questionnaire and guidelines) and a development deposit. A development deposit of \$25,000 is required, of which \$5,000 is fully nonrefundable and the balance of \$20,000 will be used to cover the cost of the project's lease development. If a proposal is withdrawn from consideration and/or the lease process costs are under the deposit amount, the Director of Airports will refund the balance of unspent funds from the \$20,000. Conversely, if the lease process cost exceeds the deposit amount, then the entity must pay those added costs. **Note:** a separate deposit will be required for the environmental process as detailed below. Airport staff will review the entity's Business Plan and request additional information as needed. Estimated time: 2 to 5 weeks.
4. Airport staff and the entity will negotiate all project and business terms. Airport staff will formalize those terms/details and disseminate to other relevant County staff and, as necessary, Federal Aviation Administration staff to start the lease and environmental processes. Estimated time: 2 to 13 weeks.

Step 2.A.: Environmental Review

Overview: Includes solicitation for an environmental consultant, preparation of the appropriate documentation, other agency/interested party review and consultation, public review, document completion and scheduling before the County Board of Supervisors for consideration. Depending upon project complexity and entity responsiveness; this process may take from 4 to 11 months to complete. Some key elements are:

1. Airport staff will initiate the environmental process with the County Department of Conservation and Development (DCD); DCD is the lead agency. Estimated time: 1 week from completion of Step 1 above.
2. DCD will solicit, if necessary, for an environmental consultant to perform the analysis. Solicitation process includes a request for qualifications/proposals, review and selection, contract preparation and, if contract amount requires, scheduling before the County Board of Supervisors for consideration. Please note: the contract cost plus administrative oversight fee is the responsibility of the entity (a deposit check for the total amount will be required). Estimated time: 4 to 9 weeks.
3. Environmental consultant performs the initial study, prepares the necessary documentation, circulate draft materials for review, final materials for either public circulation and/or to submit for the County Board of Supervisors' consideration. Estimated time: 15 weeks to 7 months.

Step 2.B.: Lease Development

Overview: Includes preparation of the draft lease, County staff and legal review of draft lease, dissemination of draft lease to entity, discussions/meetings between appropriate County staff and entity to finalize language and deal points, lease completion, and scheduling before the County Board of Supervisors for consideration. Depending upon project complexity and entity responsiveness; this process may take from 3 to 8 months to complete. **Note:** lease development occurs concurrently with the environmental review process detailed above. The project cannot be scheduled for County Board of Supervisors consideration until the environmental review process is complete and ready for such consideration. Some key elements are:

1. County staff prepares draft document using business terms sheet provided by Airport staff for project. Copy of draft document is sent to Airport staff for review/comments and document is modified to reflect desired changes. Estimated time: 7 to 16 weeks.
2. Draft lease is sent to County Counsel for their review. Further changes may occur in collaboration with Airport and other County staff. County approved draft lease is then sent to entity for their review. Estimated time: 1 to 3 weeks.

3. County staff and entity meet and/or talk, as necessary, to refine the language and business terms for collaborative satisfaction. Estimated time: 4 weeks to 4 months.
4. The lease is scheduled for the County Board of Supervisors consideration when the environmental analysis is complete and ready for same consideration. Estimated time: 2 to 4 weeks.