

**CITY OF SANTA BARBARA  
AIRPORT COMMISSION**

**M I N U T E S**

**CALL TO ORDER**

**The Regular Meeting on Wednesday, November 18, 2009, was called to order at 7:00 p.m. in the Airport Administration Conference Room at 601 Firestone Road, Santa Barbara, CA.**

**ROLL CALL**

Airport Commissioners:     **John Clark**  
                                   **Patricia Griffin**  
                                   **Dolores Johnson**  
                                   **Karen Kahn**  
                                   **Kirk A. Martin**  
                                   **Bruce Miller**  
                                   **Scott Tracy**

Staff:                         **Karen Ramsdell**, Airport Director  
                                   **Hazel Johns**, Assistant Airport Director  
                                   **Tracy Lincoln**, Airport Operations Manager  
                                   **Rebecca Fribley**, Sr. Property Management Specialist  
                                   **Mabel Shatavsky**, Airport Commission Secretary

**PUBLIC COMMENT**

1.     Speaker: Carl Hopkins. The video recording of comments is available on the City of Santa Barbara's web site <http://www.santabarbaraca.gov/>. Recordings are available for 6-months.

**NOTICES**

2.     That the General Aviation Sub Committee met on Monday, October 5, at 1:00 pm in the Airport Administration Building, 601 Firestone Road, Santa Barbara, CA.
3.     That the Lease Review Sub Committee met on Thursday, October 8, at 11:00 am in the Airport Administration Building, 601 Firestone Road, Santa Barbara, CA.
4.     That the regular Airport Commission meeting scheduled for October 21 was cancelled.
5.     That the Lease Review Sub Committee meeting scheduled for Thursday, November 12 was cancelled.
6.     That the Budget Sub Committee met on Thursday, November 12, at 2:00 pm in the Airport Administration Building, 601 Firestone Road, Santa Barbara, CA.
7.     That on Thursday, November 12 at 5:00 p.m., the Airport Commission Secretary duly posted this agenda on the bulletin board at Airport Administration.

**ACTION:** Presented.

**CONSENT CALENDAR**

8. SUBJECT: MINUTES

RECOMMENDATION: That Commission waive the reading and approve the minutes of the meeting of Wednesday, September 16, 2009.

9. SUBJECT: LEASE AGREEMENT – R2SONIC, LLC

RECOMMENDATION: That Commission approve and authorize the Airport Director to execute a month-to-month Lease Agreement with R2Sonic, LLC, a California Limited Liability Company, for 2,180 square feet of Building 312 at 1503 Cecil Cook Place, at the Santa Barbara Airport, effective November 1, 2009, for a monthly rental of \$3,182, exclusive of utilities.

**ACTION:** Approved the recommendation; Agreement No. 200932

10. SUBJECT: LEASE AGREEMENT – MCINTOSH & RISCHAR, DBA ARROW CAMPERSHELL

RECOMMENDATION: That Commission approve and authorize the Airport Director to execute a month-to-month Lease Agreement with McIntosh and Rishcar, a General Partnership, dba Arrow Campershell, for 2,922 square feet of Building 116 and 5,398 square feet of adjacent paved land, at 6190 Hollister Avenue, at the Santa Barbara Airport, effective October 1, 2009, for a monthly rental of \$4,080, exclusive of utilities.

**ACTION:** Approved the recommendation; Agreement No. 200930

11. SUBJECT: LEASE AMENDMENT AGREEMENT – SIEMPRE MANANA, INC., DBA SERVICE MASTER COMMERCIAL BUILDING MAINTENANCE

That Commission approve and authorize the Airport Director to execute an amendment to Lease Agreement No. 200628 with Siempre Manana, Inc., a California Corporation, dba Service Master Commercial Building Maintenance, amending the "Premises", "Use", and "Rental" provisions to remove 1,600 square feet of paved land, at 100-A Clyde Adams Road, at the Santa Barbara Airport, effective November 1, 2009, for a new monthly rental of \$3,817, exclusive of utilities.

**ACTION:** Approved the recommendation; Agreement No. 200931

12. SUBJECT: OCTOBER & NOVEMBER 2009 PROPERTY MANAGEMENT REPORT

RECOMMENDATION: That Airport Commission receive the Airport Property Management Reports.

**ACTION:** Motion/Second for approval of the consent calendar by Commissioners Griffin/Clark. Unanimous voice vote.

## LIAISON REPORTS

**ACTION:** Presented.

## ADMINISTRATIVE REPORTS

13. SUBJECT: T-HANGAR LOTTERY

**RECOMMENDATION:** That Airport Commission conduct a lottery to replenish the Airport T-Hangar Waiting List.

**ACTION:** The lottery was conducted.

14. SUBJECT: AMENDMENTS TO THE T-HANGAR RULES AND REGULATIONS AND T-HANGAR WAITING LIST POLICY AND PROCEDURES

**RECOMMENDATION:** That Commission approve the amendments, as shown on Exhibits A and B, to the: 1) T-Hangar Rules and Regulations; and 2) T-Hangar Waiting List Policy and Procedures.

**ACTION:** Motion/Second for approval of the T-Hangar Rules and Regulations And T-Hangar Waiting List Policy and Procedures as amended by Commissioners Miller/Martin. Unanimous voice vote.

15. SUBJECT: GENERAL AVIATION LANDING FEES

**RECOMMENDATION:** That Commission approve and authorize the Airport Director to impose a landing fee for all Federal Aviation Regulations (FAR) Part 135 operations and all transient (non-based aircraft, which shall be defined as all aircraft not listed on the annual Santa Barbara County Unsecured Property Assessment and Taxation System California, Department of Aeronautics Report of Aircraft) aircraft weighing over 10,000 pounds of gross landed weight, to assist in recovery of expenses related to the operation and maintenance of the airfield.

**ACTION:** Motion/Second for approval of the General Aviation Landing Fees by Commissioners Martin/Johnson. Majority voice vote (noes: Commissioner Tracy).

16. SUBJECT: AIRPORT RENTAL ADJUSTMENTS

**RECOMMENDATION:** That Airport Commission authorize the Airport Director to waive annual CPI increases for month-to-month tenants for the period beginning September 1, 2009 and ending August 31, 2010.

Commissioners Miller and Tracy stepped down for this item due to a conflict of interest.

**ACTION:** Motion/second for approval to waive the airport rental adjustments by Commissioners Griffin/Clark. Majority voice vote (absent: Commissioners Miller and Tracy).

17. SUBJECT: CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2011-2016

RECOMMENDATION: That Airport Commission review the proposed Airport Department Capital Improvement Program Fiscal Years 2011-2016 and forward recommendations to City Council.

**ACTION:** Motion/second to forward recommendations regarding the Capital Improvement Program to City Council by Commissioners Griffin/Clark. Unanimous voice vote.

### **DIRECTOR'S REPORT**

18. A. Airport Operations
- Passenger Count
  - Aircraft Operations
  - Air Freight
- B. Programs
1. Air Service
  2. Communications Program
  3. Airport Noise Abatement Program
  4. Property Management
- C. Capital Projects
1. Airport Terminal Improvement Project
  2. Airfield Safety Projects Wetland Mitigation Plan
  3. Goleta Slough Tidal Circulation Demonstration Project
  4. Consolidated Rental Car Quick Turn Around Facility

**ACTION:** Presented.

### **ADJOURNMENT**

8:10 p.m., on order of Chair Kahn.

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Karen Ramsdell, Airport Director

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Mabel Shatavsky, Recording Secretary