

**CITY OF SANTA BARBARA  
AIRPORT COMMISSION**

**M I N U T E S**

**CALL TO ORDER**

**The Meeting on Wednesday, November 16, 2011 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  
Chris Colbert  
William Gilbert  
Kirk Martin  
Bruce Miller  
Scott Tracy**

**Absent: Patricia Griffin**

**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. No one wished to speak.

**NOTICES**

2. That on Thursday, November 10, 2011 at 5:30 pm, the Airport Commission Secretary duly posted this agenda on the bulletin board at Airport Administration.

**ACTION:** Presented.

**MINUTES**

3. SUBJECT: MINUTES

**RECOMMENDATION:** That Commission waive the reading and approve the minutes of the meeting of Wednesday, October 19, 2011.

**ACTION:** Motion/Second for approval of the minutes by Commissioners Gilbert/Tracy. Unanimous voice vote (Absent: Commissioner Colbert).

## **CONSENT CALENDAR**

### **LEASE AGREEMENTS - New Tenants**

4. SUBJECT: LEASE AGREEMENT – ATHENA CONTRACTORS, INC.

RECOMMENDATION: That Commission approve and authorize the Airport Director to execute a month-to-month Lease Agreement with Athena Contractors, Inc., a California Corporation, for 2,960 square feet of land at 6105-E Francis Botello Road, at the Santa Barbara Airport, effective November 1, 2011, for a monthly rental of \$490.

*Approved the recommendation; Agreement No. 201171*

5. SUBJECT; LEASE AGREEMENT – CHILSON TILE & STONE

RECOMMENDATION: That Commission approve and authorize the Airport Director to execute a month-to-month Lease Agreement with Chilson Tile & Stone, a Sole Proprietorship, for 264 square feet of Building 258 at 629-D Norman Firestone Road Road, at the Santa Barbara Airport, effective November 1, 2011, for a monthly rental of \$327.

*Approved the recommendation; Agreement No. 201170*

6. SUBJECT: OCTOBER 2011 PROPERTY MANAGEMENT REPORT

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

**ACTION:** Motion/Second for approval of the consent calendar by Commissioners Griffin/Gilbert. Unanimous voice vote (Absent: Commissioner Griffin).

### **LIAISON REPORTS**

City of Santa Barbara Liaison Councilmember Frank Hotchkiss

City of Goleta Liaison Councilmember Roger Aceves

**ACTION:** Presented.

### **ADMINISTRATIVE REPORTS**

7. SUBJECT: AIRLINE TERMINAL NAMING REQUESTS

RECOMMENDATION: That Commission receives a presentation regarding the policies and procedures set forth in the City of Santa Barbara Municipal Code Chapter 22.48 for the naming of City facilities and sets a date for a hearing to consider the necessity or desirability of naming the new airline terminal.

**ACTION:** Motion/Second to continue this item at the next Commission meeting with all Commissioners in attendance by Commissioners Miller/Tracy. Unanimous voice vote (Absent: Commissioner Griffin).

## **SUB COMMITTEE REPORT**

8. SUBJECT: GROUND TRANSPORTATION SUB COMMITTEE

RECOMMENDATION: That Airport Commission receive an oral report on the Ground Transportation Sub Committee meeting held on Thursday, October 27, 2011.  
– Tracy Lincoln, Airport Operations Manager; Commissioner Kirk Martin

**ACTION:** Presented.

## **DIRECTOR'S REPORT**

9. A. Airport Operations
- Passenger Count
  - Aircraft Operations
  - Air Freight
- B. Programs
1. Air Service
  2. Communications Program
  3. Master Plan RFQ
  4. Property Management
  5. Airline Terminal Public Arts Program
  6. Airline Terminal Grand Opening Events
- C. Capital Projects
1. Airport Terminal Improvement Project

**ACTION:** Presented.

## **ADJOURNMENT**

7:44 p.m., on order of Chair Martin.

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Karen Ramsdell, Airport Director

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Mabel Shatavsky, Commission Secretary