

**CITY OF SANTA BARBARA  
AIRPORT COMMISSION**

**M I N U T E S**

**CALL TO ORDER**

The Meeting on Wednesday, February 20, 2013 was called to order at 7:00 pm in the Airport Administration Conference Room at 601 Firestone Road, Santa Barbara, CA.

**ROLL CALL**

**Airport Commissioners:** John Clark  
Chris Colbert  
William Gilbert  
Karen Kahn  
Bruce Miller

**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

**Absent:** Commissioners: Patricia Griffin and Kirk Martin

**PUBLIC COMMENT**

1. No one wished to speak.

**NOTICES**

2. That the Budget Sub Committee met on Friday, February 8, 2013 at 1:30 pm in the Airport Administration Building, 601 Firestone Road, Santa Barbara, CA.
3. That the Lease Review Sub Committee met on Friday, February 8, 2013 at 2:30 pm in the Airport Administration Building, 601 Firestone Road, Santa Barbara, CA.
4. That on Friday, February 15, 2013 at noon, the Airport Commission Secretary duly posted this agenda on the bulletin board at Airport Administration.

**ACTION:** Presented.

**MINUTES**

5. SUBJECT: MINUTES

RECOMMENDATION: That Airport Commission waive the reading and approve the minutes of the meeting of Wednesday, January 16, 2013.

**ACTION:** Motion/Second for approval of the Minutes by Commissioners Miller/Colbert. Unanimous voice vote (Absent Commissioners Griffin and Martin).

*Commissioner Miller stated he would not vote on the Consent Calendar due to a conflict of interest and left the meeting.*

### **CONSENT CALENDAR**

6. SUBJECT: CONCESSION AGREEMENT AMENDMENT – M/E, INC.

RECOMMENDATION: That Commission approve and authorize the Airport Director to execute an amendment to Concession Agreement No. 23,446 with M/E, Inc. dba Santa Barbara News & Gift, amending Article 2, "Leased Premises" to add an additional 130 square feet of storage in the Airline Terminal, at 500 James Fowler Road, at the Santa Barbara Airport effective March 1, 2013.

7. SUBJECT: T-HANGAR RENTAL ADJUSTMENTS

RECOMMENDATION: That Commission approve and authorize the Airport Director to execute month-to-month License Agreements with the Airport T-Hangar Tenants at 40 Gerald Cass Place, at the Santa Barbara Airport maintaining the base rent at \$729 per month for the period February 1, 2013 to January 31, 2014.

8. SUBJECT: JANUARY PROPERTY MANAGEMENT REPORT

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

**ACTION:** Motion/Second for approval of the Consent Calendar by Commissioners Colbert/Kahn. Unanimous voice vote (Absent Commissioners Griffin, Martin, and Miller).

### **LIAISON REPORTS**

City of Santa Barbara Liaison Councilmember Randy Rowse  
City of Goleta Liaison Mayor Pro Tempore Michael T. Bennett

**ACTION:** Presented.

### **ADMINISTRATIVE REPORTS**

9. SUBJECT: LEASE AGREEMENT – U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL AVIATION ADMINISTRATION

RECOMMENDATION: That Airport Commission recommend approval of a twenty-year lease agreement with the U.S. Department of Transportation, Federal Aviation Administration (FAA), for 2.5 acres of land for the Air Traffic Control Tower at 10 Edward Burns Place, at the Santa Barbara Municipal Airport, commencing October 1, 2013 and ending September 30, 2033, with no monetary consideration.

**ACTION:** Motion/Second for approval by Commissioners Kahn/Clark. Unanimous voice vote (Absent Commissioners Griffin and Martin).

10. SUBJECT: FISCAL YEAR 2014 BUDGET – DEPARTMENT REORGANIZATION

RECOMMENDATION: That Airport Commission receive a briefing on the proposed Department Reorganization for the Fiscal Year 2014-2015 budget.

**ACTION:** Presented.

11. SUBJECT: FISCAL YEAR 2013 MID-YEAR REVIEW

RECOMMENDATION: That Airport Commission receive the Fiscal Year 2013 mid-year financial report.

**ACTION:** Presented.

**SUB COMMITTEE REPORTS**

12. SUBJECT: SUBCOMMITTEE REPORTS

RECOMMENDATION: That Airport Commission receive an oral report on the Budget Subcommittee and Lease Review Subcommittee meetings held on Friday, February 8, 2013.

**ACTION:** Presented.

**DIRECTOR'S REPORT**

13. A. Airport Operations
- Passenger Count
  - Aircraft Operations
  - Air Freight
- B. Programs
1. Air Service
  2. Communications Program
  3. Master Plan
  4. Airline Terminal Public Arts Program
  5. Sister Cities Display
- C. Capital Projects
1. Airport Terminal Improvement Project
  2. Taxiway H, J, and C Rehabilitation
  3. Gift Shop Storage Space Remodel Project

**ACTION:** Presented.

**ADJOURNMENT**

7:56 p.m., on order of Chair Miller.

---

Karen Ramsdell, Airport Director

---

Mabel Shatavsky, Airport Commission Secretary